

OJJDP Data Collection and Technical Assistance Tool (DCTAT)

**Enforcing Underage Drinking Laws
(EUDL) Block Grant Program
User's Guide
June 2008**

Overview

- The guide is developed as a tool to explain to the user the information and data entry process for reporting data on OJJDP's performance measures established for the Enforcing Underage Drinking Laws (EUDL) Block Grant programs.
- It contains a series of screen shots with explanatory text to highlight the features on each screen of the DCTAT.
- Access the DCTAT at:
<http://www.ojjdp-dctat.org>
- For technical assistance, please call 1-866-487-0512 or
e-mail: ojjdp-dctat@csrincorporated.com

Overview (cont.)

The Process:

- Log-in
- Profile (verify information is up-to-date)
- Grant Program Access (select reporting period)
- Step 1: Enter Award Information (includes target population info)
- Step 2: Select Program Categories
- Step 3: Enter Data and Submit
- Step 4: Create *Performance Data Report* (State Coordinator only)
- User Feedback Form

Overview (cont.)

This guide follows the following format:

- Overview – (slides 2 – 4)
- State level information and data entry process (slides 5 – 22)
- State level – Federal Award Screen (slides 23-31)
- Other State level tools- Create subgrantee accounts (slides 32-39); Mark subgrantees as not active (slides 40-43)
- Create Reports (slides 44-52)
- Subgrantee information and data entry process (slides 53-71)
- User Feedback Form (slides 30, 49)

URL for the DCTAT

<http://www.ojjdp-dctat.org>

Notice headlines:
Important Dates

Office of Juvenile Justice
and Delinquency Prevention

Serving Children, Families, and Communities



OJJDP GRANT Performance Management Data Collection and Technical Assistance Tool (DCTAT)

The DCTAT is a tool to support your ability to identify, collect and submit performance data about your OJJDP grant. The original web address for the DCTAT is about to expire, so please check your favorites to be sure that they point to www.ojjdp-dctat.org.

IMPORTANT DATES

Juvenile Accountability Block Grants Program
Reporting Period: April 1, 2007 to March 31, 2008.
Data Due: June 30, 2008.

Court Appointed Special Advocates Program
Reporting Period: January 1, 2008 to June 30, 2008.
Data Due: July 31, 2008.

Enforcing Underage Drinking Laws Program
Reporting Period: January 1, 2008 to June 30, 2008.
Data Due: July 31, 2008.

Discretionary Program
Reporting Period: January 1, 2008 to June 30, 2008.
Data Due: July 31, 2008.

Tribal Youth Program
Reporting Period: January 1, 2008 to June 30, 2008.
Data Due: July 31, 2008.

Tribal Juvenile Accountability Discretionary Block Grants
Reporting (activity) Period: June 1, 2008 to September 30, 2008.
Submission Period: October 1, 2008 thru November 29, 2008.

Title V Program
Reporting Period: October 1, 2007 to September 30, 2008.
Data Due: November 30, 2008.

Sign In Here

Enter your User ID and Password to sign in.

User ID:

Password:

[Forgot my password](#)

[Sign-in-help](#)

Grant Program Information

[Title V](#) [Formula Grants](#) [JABG](#) [EUDL](#) [TYP](#)

Performance Measurement Resources

[Title V](#) [Formula Grants](#) [JABG](#) [OJJDP](#)

Indicator Grids

[CASA](#) [Discretionary](#) [EUDL](#) [JABG](#) [TYP](#)

DCTAT Training Materials

[FAQ](#) [Submission Schedule](#)
[Discretionary Programs Data Collection Form](#)
[Discretionary DCTAT User's Guide](#)

[EUDL FAQs and definitions](#)
[EUDL Data Collection Form](#)
[EUDL Training Guide](#)

Enter your user
ID and
password to
enter the
system.

Links to
access
additional
information

Profile Screen

The screenshot shows a web application interface for a 'Profile' screen. At the top, there are three tabs: 'Home', 'Profile' (which is selected), and 'Reports'. Below the tabs, the word 'Profile' is displayed in red. A 'Save' button is located on the left side of the form. The form contains several fields, some of which are highlighted in yellow. A red asterisk indicates mandatory fields. Callouts provide additional instructions: one points to the 'Save' button, another points to the 'Address1' field, and a third points to the 'DCTAT' section at the bottom. The 'DCTAT' section contains a table with a header row for 'EUDL' and a data row with the value '0'.

Home **Profile** **Reports**

Profile

Save

*** Mandatory Fields**

User ID STUM0024S

Organization Name: Test EUDL

Address1:

Address2:

City:

State/Territory: Alabama

*** Zip:**

Phone:

Fax:

URL:

*** Email:**

Contact Person:

*** Date Started as Designated EUDL Agency:** (mm/dd/yyyy)

Please enter the number of active subgrants for each subgrantee during the current reporting period for the grant type listed below.

| EUDL |
|------|
| 0 |

Enter data for all fields; verify that email address is correct

This screen will display first, if this is your first time in the system. Complete and Save.

Enter the total number of subgrants (awards) active during the reporting period. The system will compare this number against the number of subgrants for which data is entered into the DCTAT.

State level only Profile Screen

The screenshot shows a web application interface for a 'Profile' screen. At the top is a navigation bar with links: Home, Profile, Reports, Help, and Log Out. Below the navigation bar is a 'Profile' section with instructions: 'To update your profile click the EDIT PROFILE button. To edit subgrantee user accounts click the MANAGE SUBGRANTEES button. To begin the data entry click the BEGIN DATA ENTRY button.' On the left side of the profile section are three buttons: 'Edit Profile', 'Manage Subgrantees', and 'Begin Data Entry'. The main area of the profile section contains a form with the following fields: 'User ID' (STUM0024S), 'Organization Name' (Test EUDL), 'Address1:', 'Address2:', 'City:', 'State/Territory:' (XX), 'Zip:' (55555), 'Phone:', 'Fax:', 'URL:', 'Email:' (csr@csrincorporated.com), 'Contact Person:', 'Date Started as Designated' (07/01/1999), and 'EUDL Agency:'. At the bottom of the profile section is a table with the header 'Number of Subgrants' and one row with the value '0'.

Home Profile Reports Help Log Out

Profile
To **update your profile** click the EDIT PROFILE button. To **edit subgrantee user accounts** click the MANAGE SUBGRANTEES button. To begin the **data entry** click the BEGIN DATA ENTRY button.

Edit Profile
Manage Subgrantees
Begin Data Entry

User ID STUM0024S
Organization Name: Test EUDL
Address1:
Address2:
City:
State/Territory: XX
Zip: 55555
Phone:
Fax:
URL:
Email: csr@csrincorporated.com
Contact Person:
Date Started as Designated 07/01/1999
EUDL Agency:

| Number of Subgrants |
|---------------------|
| EUDL 0 |

Click this button to begin data entry.

All users should verify the profile each reporting period to maintain current info.

subgrants - # of awards; subgrantee - entity that receives funding; may have more than 1 subgrant

The navigation bar orients you and can help you move through the system.

Click this button to create subgrantee accounts or to edit subgrantee accounts

Grant Program Selection screen



If you are a returning user, this will be the first screen to which you are directed .

[Home](#)

[Profile](#)

[Reports](#)

[Help](#)

Grant Program Selection

Please click on the reporting period for which you want to enter data. If you are trying to access data for a program which is not shown here, please contact your Grantor.



Select a reporting period

| | | |
|---------------------------|---|-----------------------------------|
| January 2008 - June 2008 | ▼ | <input type="button" value="Go"/> |
| July 2006 - December 2006 | | |
| January 2007 - June 2007 | | |
| July 2007 - December 2007 | | |
| January 2008 - June 2008 | | |

Drop down box will allow you to select a reporting period to begin the data entry process.

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512






U.S. Department of Justice

Office of Justice Programs

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State level State Status Summary screen (with subgrantees)

**Office of Juvenile Justice
and Delinquency Prevention**
Serving Children, Families, and Communities

**Enforcing Underage
Drinking Laws Program**

01/01/2008 to 06/30/2008

[Select a Different
Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

State Status Summary

This screen provides a summary of your data entry status. **Click** on a subgrantee name to enter or revise data for that organization.

Statewide Performance


| Overall Status | Grantee | User ID |
|----------------|---|-----------|
| Not Started | State of State of Testing | STUM0024S |

Subgrantee Performance

| Overall Status | Subgrantee | User ID |
|--------------------------------|----------------------------|-------------------------|
|--------------------------------|----------------------------|-------------------------|

Total # of Subgrants: 0
Total # Completed: 0
Total # In Progress: 0
Total # Not Started: 0
Total # Not Active: 0

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: **1-866-487-0512**

**U.S. Department of Justice
Office of Justice Programs**

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State Level State Status Summary screen

The State Status Summary screen provides an overview of the reporting status for state level and subgrantee performance reporting.

The screenshot shows the 'State Status Summary' screen. At the top, there is a header with the logo 'Enforcing Underage Drinking Laws Program' and a date range '01/01/2000 to 06/30/2000'. Below the header is a navigation bar with links: Home, Federal Awards, Profile, Reports, Help, and Log Out. The main content area is titled 'State Status Summary' and includes a description: 'This screen provides a summary of your data entry status. Click this link [Mark subgrantee not active](#) to indicate that a subgrantee is not active for that organization, reporting period.' Below this, there are two tables. The first table, 'Statewide Performance', has columns for 'Overall Status' and 'User ID'. The 'Overall Status' is 'Not Started' and the 'User ID' is 'STUM0012S'. The second table, 'Subgrantee Performance', has columns for 'Overall Status', 'Subgrantee', and 'User ID'. The 'Overall Status' is 'In Progress', the 'Subgrantee' is 'EUDL subgrantee 1', and the 'User ID' is 'STUM0013G'. Below the tables, there is a summary box with the following statistics: Total # of Subgrants: 1, Total # Completed: 0, Total # In Progress: 1, Total # Not Started: 0, Total # Not Active: 0. At the bottom, there is a footer with the email 'ojdp-dctat@csrincorporated.com', the phone number '1-866-487-0512', and the slogan 'Innovation * Partnerships * Safer Neighborhoods'.

Provides a view of Statewide level reporting.

For each subgrantee created you can check their reporting status on the State Status Summary Screen.

Provides a view of Subgrantee level reporting.

This summary reflects the number of subgrants the user entered on the organizational profile page, as well as the status of each.


| Overall Status | User ID |
|----------------|-----------|
| Not Started | STUM0012S |

| Overall Status | Subgrantee | User ID |
|----------------|-------------------|-----------|
| In Progress | EUDL subgrantee 1 | STUM0013G |


Total # of Subgrants: 1
Total # Completed: 0
Total # In Progress: 1
Total # Not Started: 0
Total # Not Active: 0


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State level Status Summary screen for Statewide Performance Reporting



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**Enforcing Underage
Drinking Laws Program**

01/01/2008 to 06/30/2008

[Select a Different Grant Program](#)

[Home](#)
[Federal Awards](#)
[Profile](#)
[Reports](#)
[Help](#)
[Log Out](#)

Subgrant/Grant Status Summary: State of State of Testing

This summarizes the data entry status of this Subgrant/Grant.


1. To **create** a subgrant record click on the Federal Fiscal Year (FFY) from which the award was made.
2. To **access** an existing subgrant record click on its State Subgrantee Number.

In some cases, only the FFY from which funds were expended during the reporting period are shown below. If you should link your performance data, please ask your grantor.

Click on an FFY to begin data entry. THIS IS NOT SUBAWARDED FUNDS.

| FFY | State Subgrantee Number | Select Indicator | Enter Data | Total amount of subgrant: \$ | Program Categories |
|----------------------|-------------------------|------------------|-------------|------------------------------|--------------------|
| 2001 | | Not Started | Not Started | | |
| 2002 | | Not Started | Not Started | | |
| 2003 | | Not Started | Not Started | | |
| 2004 | | Not Started | Not Started | | |
| 2005 | | Not Started | Not Started | | |
| 2006 | | Not Started | Not Started | | |
| 2007 | | Not Started | Not Started | | |
| 2008 | | Not Started | Not Started | | |

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: **1-866-487-0512**



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State level

Step 1: Award Information screen

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Serving Children, Families, and Communities

Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008 [Select a Different Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Re. 07/01/2007 to 12/31/2007](#) [Log Out](#)

Award Information [Return to Status Summary Screen for EUDL testing](#) [Return to Award Information Summary](#)

Once you have entered the requested information about this Subgrant/Grant use the buttons at the bottom of the screen to save your changes.

Award Information

Organization Name: EUDL testing

Reporting Period Start Date: 01/01/2008

Reporting Period End Date: 06/30/2008

Amount of EUDL Funds Allocated to Underage Drinking Activities:

Amount of non-EUDL Funds Allocated to Underage Drinking Activities:

Please enter the subgrant award numbers or other descriptor that you use to track your Statewide activities:

Enter and SAVE all information for funds allocated at the state level to implement activities . THIS IS NOT SUBAWARDED FUNDS.

State level

Step 2: Select Program Categories

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Enforcing Underage Drinking Laws Program 07/01/2007 to 12/31/2007
01/01/2008 to 06/30/2008 [Select a Different Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Statewide Performance Summary [Return to Status Summary Screen for EUDL testing](#)

[Edit Award Info](#) [Select Program Categories](#)

Award Information saved.

Indicator Status: Complete Data Status

Award Information

Organization Name: EUDL testing
Reporting Period Start Date: 01/01/2008
Reporting Period End Date: 06/30/2008
Amount of EUDL Funds Allocated to Underage Drinking Activities: \$50,000
FFY: 2006
Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00

Please enter the subgrant award numbers or other descriptor that you use to track your Statewide activities:

| Allocated Amount |
|------------------|
| \$15,000 |
| \$35,000 |

June 30, 2008

[ge episodes/events that occurred related to EUDL activities, underage drinking prevention.](#)

Notice: A status bar is shown on this page and the following pages. The status will update as you complete the indicator and data entry steps.

State level

Step 2: Program Category

Select all applicable program categories for funds used at the state level only. This will be different from funds awarded at the local level. SAVE before leaving this screen.

Home Federal Awards Profile Reports Help Log Out

Program Category Selection [Return to Status Summary Screen for EUDL testing](#) [Return to Award Information](#)

Award Information

Organization Name: EUDL testing
Reporting Period Start Date: 01/01/2008
Reporting Period End Date: 06/30/2008
Amount of EUDL Funds Allocated to Underage Drinking Activities: \$50,000
FFY: 2006
Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00

Please enter the subgrant award numbers or other descriptor that you use to track your Statewide activities
None


Specify Program Category

| | Program Category | Allocated Amount |
|-------------------------------------|------------------|-------------------------|
| <input type="checkbox"/> | 1 - Coalitions | \$ <input type="text"/> |
| <input checked="" type="checkbox"/> | 2 - Media | \$ 15000.00 |
| <input checked="" type="checkbox"/> | 3 - Enforcement | \$ 35000.00 |

Save Cancel


Enter the amount of funds allocated to each selected program category. TOTAL SHOULD ADD UP TO FUNDS ALLOCATED FOR STATE LEVEL ACTIVITIES.


Step 4: Enter Data



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Enforcing Underage
Drinking Laws Program

01/01/2008 to 06/30/2008

[Select a Different
Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Statewide Performance Summary [Return to Status Summary Screen for Stateof EUDL test 1](#)

[Edit Award Info](#) [Select Program Categories](#) [Enter Data](#)

Your program categories have been saved.

Indicator Status: Complete Data Status: Not Started

Award Information
Organization Name: Stateof EUDL test 1
Reporting Period Start Date: 01/01/2008
Reporting Period End Date: 06/30/2008
Amount of EUDL Funds Allocated to Underage Drinking Activities: \$50,000

Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00

Please enter the subgrant award numbers or other descriptor that you use to track your Statewide activities:
None

| Selected Program Categories | Allocated Amount | |
|-----------------------------|------------------|---------------------------------|
| PC 2 Media | \$15,000 | No Data Entered |
| PC 3 Enforcement | \$35,000 | No Data Entered |

PC 2 Media June 30, 2008

1. [Number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention.](#)

To enter data, click “enter data” button. Enter data for all measures. **SAVE** before leaving the screen.

State level

Step 4: Enter Data

State level

Step 4: Enter Data

Data Entry (circled in red)

Enter data for each program category selected and SAVE (blue box with arrow pointing to the input field)

Award Information

Organization Name: EUDL testing

Reporting Period Start Date: 01/01/2008

Reporting Period End Date: 06/30/2008

Amount of EUDL Funds Allocated to Underage Drinking Activities: \$50,000

FFY: 2006

Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00

Please enter the subgrant award numbers or other descriptor that you use to track your Statewide activities:

None

| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
| PC 2 Media | \$15,000 |
| PC 3 Enforcement | \$35,000 |

PC 2 Media (June 30, 2008)

1. Number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention, and/or enforcement during the reporting period. Output

A. Total number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention, and/or enforcement during the reporting period.

1a. Type of earned media coverage episodes/events that occurred during the reporting period. Output

A. Op-ed articles ☐ Yes ☒ No

B. Letters ☐ Yes ☒ No

Mark data as complete

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Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008 [Select a Different Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Statewide Performance Summary [Return to Status Summary Screen for Stateof EUDL test 1](#)

[Edit Award Info](#) [Select Program Categories](#) [Enter Data](#) [Mark Data as Complete](#)

Your Data Has Been Saved.

Indicator Status: Complete Data Status: In progress

Award Information

Organization Name: Stateof EUDL test 1
Reporting Period Start Date: 01/01/2008
Reporting Period End Date: 06/30/2008
Amount of EUDL Funds Allocated to Underage Drinking Activities: \$50,000
Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00

Please enter the subgrant award numbers or other descriptor that you use to track your Statewide activities:
None


| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
| PC 2 Media | \$15,000 |
| PC 3 Enforcement | \$35,000 |

PC 2 Media June 30, 2008

1. [Number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention.](#)


Click "Mark Data as complete" button. This tells the system that data entry for this record is complete.


Confirm completion of data



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Enforcing Underage
Drinking Laws Program

01/01/2008 to 06/30/2008

[Select a Different
Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)**Mark Data as Complete** [Return to Status Summary Screen for Stateof EUDL test 1](#) [Return to Award Information Summary](#)

Please review the information below. Are you sure you want to submit this information as Complete?


Award Information
Organization Name: Stateof EUDL test 1
Reporting Period Start Date: 01/01/2008
Reporting Period End Date: 06/30/2008
Amount of EUDL Funds Allocated to Underage Drinking Activities: \$50,000
Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00
Please enter the subgrant award numbers or other descriptor that you use to track your Statewide activities:
None

| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
| PC 2 Media | \$15,000 |
| PC 3 Enforcement | \$35,000 |

PC 2 Media June 30, 2008


Click "yes" to confirm.
Click "no" to make edits.

Return to Home



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Enforcing Underage
Drinking Laws Program

01/01/2008 to 06/30/2008

[Select a Different Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Statewide Performance Summary [Return to Status Summary Screen for Stateof EUDL test 1](#)

[Edit Award Info](#) [Select Program Categories](#) [Edit Data](#) [Return to Home](#)

Indicator Status: Complete **Data Status:** Complete

Award Information
Organization Name: Stateof EUDL test 1
Reporting Period Start Date: 01/01/2008
Reporting Period End Date: 06/30/2008
Amount of EUDL Funds Allocated to Underage Drinking Activities: \$50,000
Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00
Please enter the subgrant award numbers or other descriptor that you use to track your Statewide activities:
None

| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
| PC 2 Media | \$15,000 |
| PC 3 Enforcement | \$35,000 |

PC 2 Media June 30, 2008
1. [Number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention, and/or enforcement during the reporting period.](#) Output
A. Total number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking

Click "return to home" to view the status summary screen.

Home screen



The screenshot shows the OJJDP Home screen. At the top, the OJJDP logo is on the left, followed by the text "Office of Juvenile Justice and Delinquency Prevention" and "Serving Children, Families, and Communities". To the right is a group photo of diverse children. Below this is a navigation bar with links: Home, Federal Awards, Profile, Reports, Help, and Log Out. A date range "01/01/2008 to 06/30/2008" is displayed, along with a link "Select a Different Grant Program".

State Status Summary
This screen provides a summary of your data entry status. Click on a subgrantee name to enter or revise data for that organization. Click this link [Mark subgrantee not active](#) to indicate that a subgrantee was not active during this reporting period.

Statewide Performance

| Overall Status | Grantee | User ID |
|----------------|------------------------|-----------|
| Complete | State of State of EUDL | EUDL0001S |

Subgrantee Performance

| Overall Status | Subgrantee | User ID |
|----------------|-------------------|-----------|
| In Progress | EUDL subgrantee 1 | EUDL0002G |
| In Progress | EUDL subgrantee 2 | EUDL0003G |

Total # of Subgrants: 2
Total # Completed: 0
Total # In Progress: 2
Total # Not Started: 0
Total # Not Active: 0

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

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The overall status for the statewide performance reporting shows as "complete".

Click the name of a subgrantee to begin reporting their performance data.


You have completed the state level reporting process for state level performance measures.

If there is no other information to be entered, return to the “home” screen to complete reporting for subgrantees that have active awards during the reporting period.

State Level Grantee


Funds not operational during the
reporting period

Grant Program Selection



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HomeProfileReportsHelpLog Out

Grant Program Selection

Please click on the reporting period for which you want to enter data. If you are trying to access data for a program which is not shown here, please contact your Grantor.



Enforcing Underage
Drinking Laws Program

Select a reporting period

January 2008 - June 2008

July 2006 - December 2006

January 2007 - June 2007


July 2007 - December 2007

January 2008 - June 2008

Go

Drop down box will allow you to select a reporting period to begin the data entry process.



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State Status Summary screen

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Enforcing Underage
Drinking Laws Program

01/01/2008 to 06/30/2008

[Select a Different
Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

State Status Summary

This screen provides a summary of your data entry status. **Click** on a subgrantee name to enter or revise data for that organization.

Statewide Performance


| Overall Status | Grantee | User ID |
|----------------|---|-----------|
| Not Started | State of State of Testing | STUM0024S |

Subgrantee Performance

| Overall Status | ID |
|--------------------------------|--------------------|
|--------------------------------|--------------------|

Total # of Subgrants: 0
Total # Completed: 0
Total # In Progress: 0
Total # Not Started: 0
Total # Not Active: 0

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: **1-866-487-0512**

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Click on Federal Awards tab.

Federal Awards screen

OJJDP Office of Juvenile Justice and Delinquency Prevention
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OJJDP Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008

Select a Grant

Home Federal Awards Profile Reports Help Log Out

EUDL Federal Award Amount

Please enter the Federal Award Amount for each Fiscal Year of grant program funding your State received. Check each FFY for which your State yet used funds. For example, Federal funds that have been accepted but from which subgrant awards have not yet been made, or Federal funds have been closed out.

| Federal Fiscal Year | Federal Award Amount | Funds Not Expended | Funds Closed Out |
|---------------------|----------------------|-------------------------------------|--------------------------|
| 2001 | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2002 | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2003 | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2004 | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2005 | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2006 | | <input type="checkbox"/> | <input type="checkbox"/> |
| 2007 | 350000 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| 2008 | | <input type="checkbox"/> | <input type="checkbox"/> |

Save Changes

You may indicate for each FFY whether funds are not expended or closed out. To select not expended means that this FFY of funding was not used during the reporting period. To select “funds not expended” means that award received but not yet used for activities during the reporting period. When making these selections, please be aware that this FFY will not be available for data entry on the status summary screen for this reporting period. The box will appear grey if data has been reported for this FFY.

Create Report

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Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008 [Select a Different Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Reports Menu

Use the drop-down menus provided below to select the federal fiscal year of the grant, the reporting period and the type of report you would like to view. You must create a separate Performance Data Report for each Federal Fiscal Year of funding or award you had open during the reporting period and submit those reports to OJJDP through the GMS system.

| | |
|--|---|
| <h4>Performance Data Report</h4> <p>Please remember to upload a copy of this report through the GMS system as part of your progress report. This is the report that you must attach to your CAPR and submit through GMS.</p> <p>Reporting Period: <input type="text" value="January 1, 2008 - June 30, 2008"/></p> <p>Federal Fiscal Years: <input type="text" value="2001"/></p> <p><input type="button" value="Run"/></p> | <h4>Performance Data Summary Report</h4> <p>This report provides a summary and analysis of the performance measurement data submitted to OJJDP using the DCTAT system. Hold the <i>Ctrl</i> button to select multiple federal award numbers.</p> <p>Reporting Period: <input type="text" value="January 1, 2008 - June 30, 2008"/></p> <p>Federal Fiscal Years: <input type="text" value="2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008"/></p> <p><input type="button" value="Run"/></p> |
| <h4>Subgrant Detail Data Report</h4> <p>Funds active between January 1, 2008 - June 30, 2008</p> <p>Reporting Period: <input type="text" value="January 1, 2008 - June 30, 2008"/></p> <p>Federal Fiscal Years: <input type="text" value="2001"/></p> <p><input type="button" value="Run"/></p> | |

Create the Performance Data report to submit to OJJDP as a part of your semi-annual progress report.

First, highlight the FFY. Second, click "run".

Screen to mark data as final

The screenshot shows the OJJDP (Office of Juvenile Justice and Delinquency Prevention) website interface. At the top, the OJJDP logo is on the left, and a group of diverse children is on the right. Below the logo, the text reads "Office of Juvenile Justice and Delinquency Prevention" and "Serving Children, Families, and Communities". A navigation bar includes links for "Home", "Federal Awards", "Profile", "Reports", "Help", and "Log Out". The "Reports" link is highlighted. Below the navigation bar, the "EUDL Grant Report" section is displayed. It contains the text: "Before creating a final Performance Data report, you will need to mark your data as final. Please click on the appropriate link below to proceed." Two links are provided: "Mark data as final and create final Performance Data report" and "View a sample Performance Data report". Two callout boxes with arrows point to these links. The first callout box, pointing to the first link, contains the text: "Mark data as final for the reporting period and create a Performance Data Report". The second callout box, pointing to the second link, contains the text: "View a sample of your report". At the bottom of the page, the text "Innovation * Partnerships * Safer Neighborhoods" is visible.

OJJDP Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008 [Select a Different Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

EUDL Grant Report
Before creating a final Performance Data report, you will need to mark your data as final. Please click on the appropriate link below to proceed.


[Mark data as final and create final Performance Data report](#) [View a sample Performance Data report](#)

Mark data as final for the reporting period and create a Performance Data Report

View a sample of your report


*Innovation * Partnerships * Safer Neighborhoods*


Confirmation



Office of Juvenile Justice
and Delinquency Prevention

Serving Children, Families, and Communities





Enforcing Underage
Drinking Laws Program

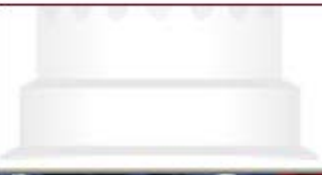
01/01/2008 to 06/30/2008

[Select a Different Grant Program](#)


[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Once you mark these data as final, the information will be locked to editing. To make changes you will need to contact either the system administrator or your OJJDP State representative.

Are you sure you wish to mark these data as complete?



For more information contact
Toll-free Technical Assistance




U.S. Department of Justice
Office of Justice Programs

Innovation * Partnerships * Safer Neighborhoods

Confirm completion of data entry by marking yes.

Select “no” to return to data entry screens to edit data.

User Feedback Form

**OJJDP**
Enforcing Underage
Drinking Laws Program

01/01/200

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#)

User Feedback Form for the OJJDP Data Collection Technical Assistance

Thank you for using OJJDP's DCTAT. You have been selected to answer a few questions to provide technical assistance to its grantees and subgrantees.

We value your input, however completion of this form is optional. If you do not want to provide feedback, please click the **Decline Participation** button at the bottom of this page.

1. Which best describes your funding category? (Check only one radio button)

☐ Direct recipient of OJJDP funding ☐ Sub recipient of OJJDP funding

2. Which best describes your organizational affiliation? (Check only one radio button)

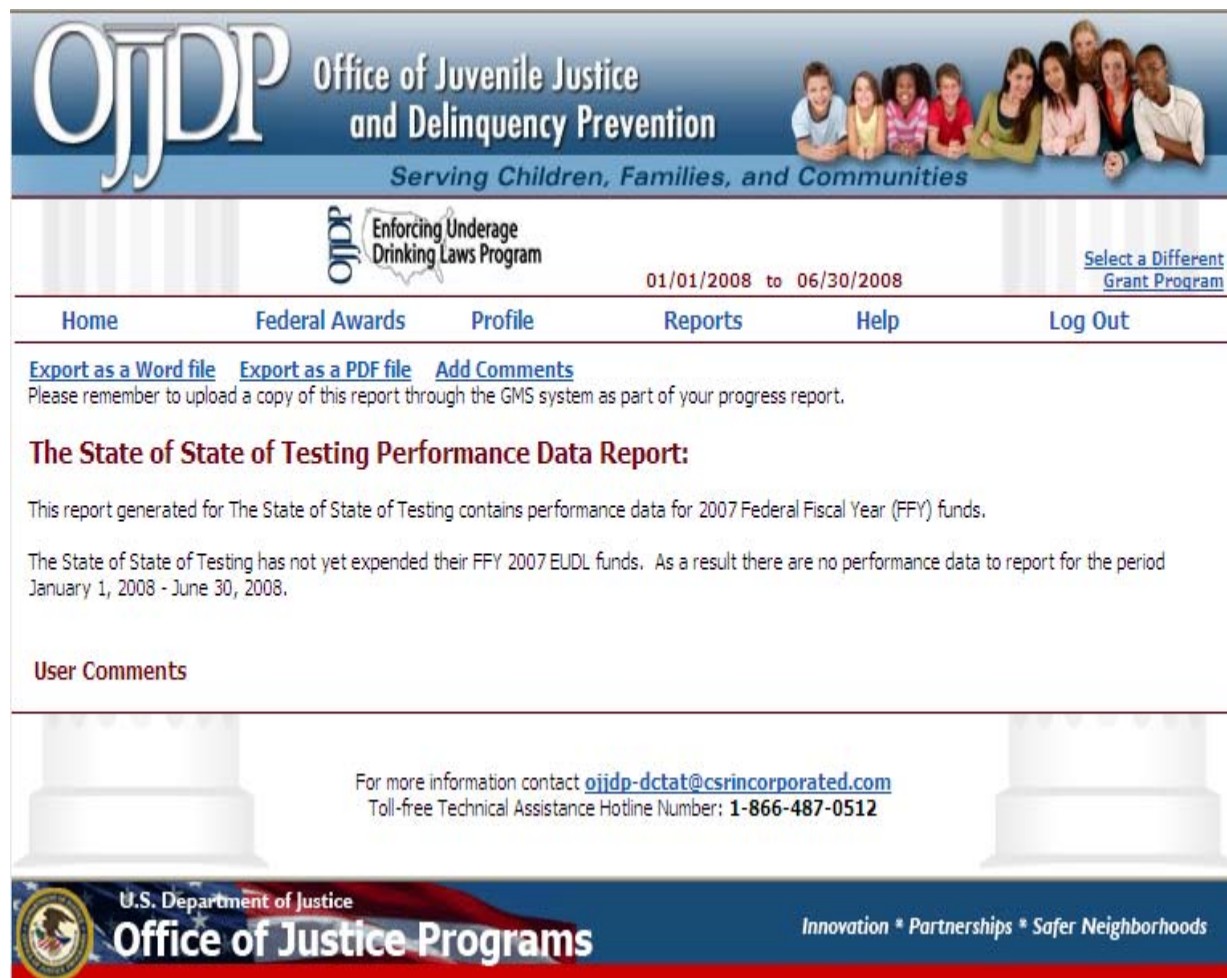
| | |
|--|---|
| <input type="radio"/> State agency (designated state agency) | <input type="radio"/> Unit of local government (County, Township, etc.) |
| <input type="radio"/> Independent School District | <input type="radio"/> State Controlled Institution of Higher Education |
| <input type="radio"/> Private University | <input type="radio"/> Federally Recognized Tribal Government |
| <input type="radio"/> Native American Tribal Org. (Non-Government) | <input type="radio"/> Public Housing Authority/Indian Housing Authority |
| <input type="radio"/> Non Profit (Secular) | <input type="radio"/> Non Profit (Faith Based) |
| <input type="radio"/> Private Organization | <input type="radio"/> Other |

3. For which OJJDP grant programs did you report performance data using DCTAT? (Please check all that apply.)

| | |
|---|---|
| <input type="checkbox"/> Title V | <input type="checkbox"/> Tribal Youth Program |
| <input type="checkbox"/> Formula/Title II | <input type="checkbox"/> Discretionary |
| <input type="checkbox"/> Juvenile Accountability Block Grant (JABG) | <input type="checkbox"/> Enforcing Underage Drinking Laws (Block Grant) |
| | <input type="checkbox"/> Tribal Juvenile Accountability Discretionary Grant |

Please tell us of your experience using the DCTAT. Submit options are at the bottom of the screen.

Performance Data Report



The screenshot shows the OJJDP (Office of Juvenile Justice and Delinquency Prevention) website. The header features the OJJDP logo, the text "Office of Juvenile Justice and Delinquency Prevention", and the tagline "Serving Children, Families, and Communities". Below this is a photo of a diverse group of children. The navigation bar includes links for Home, Federal Awards, Profile, Reports, Help, and Log Out. A date range of 01/01/2008 to 06/30/2008 is displayed, along with a link to "Select a Different Grant Program". The main content area has links for "Export as a Word file", "Export as a PDF file", and "Add Comments". A message states: "Please remember to upload a copy of this report through the GMS system as part of your progress report." The report title is "The State of State of Testing Performance Data Report:". The text explains that the report is for the 2007 Federal Fiscal Year (FFY) funds and that the State of State of Testing has not yet expended their FFY 2007 EUDL funds, resulting in no performance data for the period January 1, 2008 - June 30, 2008. There is a section for "User Comments" which is currently empty. At the bottom, contact information is provided: "For more information contact ojjdp-dctat@csrincorporated.com" and "Toll-free Technical Assistance Hotline Number: 1-866-487-0512". The footer includes the U.S. Department of Justice logo and the text "Office of Justice Programs" and "Innovation * Partnerships * Safer Neighborhoods".

OJJDP Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008 [Select a Different Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

[Export as a Word file](#) [Export as a PDF file](#) [Add Comments](#)

Please remember to upload a copy of this report through the GMS system as part of your progress report.

The State of State of Testing Performance Data Report:

This report generated for The State of State of Testing contains performance data for 2007 Federal Fiscal Year (FFY) funds.

The State of State of Testing has not yet expended their FFY 2007 EUDL funds. As a result there are no performance data to report for the period January 1, 2008 - June 30, 2008.

User Comments

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

U.S. Department of Justice
Office of Justice Programs
Innovation * Partnerships * Safer Neighborhoods

**This is a copy
of the
Performance
Data Report for
funds not yet
expended.**

Other State Level tools

The following slides will demonstrate some additional features available to state-level users only.

State level only
Creating subgrantee accounts

State level - Profile screen

Create subgrantee accounts

Profile

To **update your profile** click the EDIT PROFILE button. To **edit subgrantee user accounts** click the MANAGE SUBGRANTEES button. To begin the **data entry** click the BEGIN DATA ENTRY button.

Edit Profile

Manage Subgrantees

Begin Data Entry

User ID EUDL0001S
Organization Name: Stateof EUDL test 1
Address1:
Address2:
City:
State/Territory: EUDL
Zip: 12345
Phone:
Fax:
URL:
Email: eudl@csrincorporated.com
Contact Person:
Date Started as Designated EUDL Agency:

Number of Subgrants

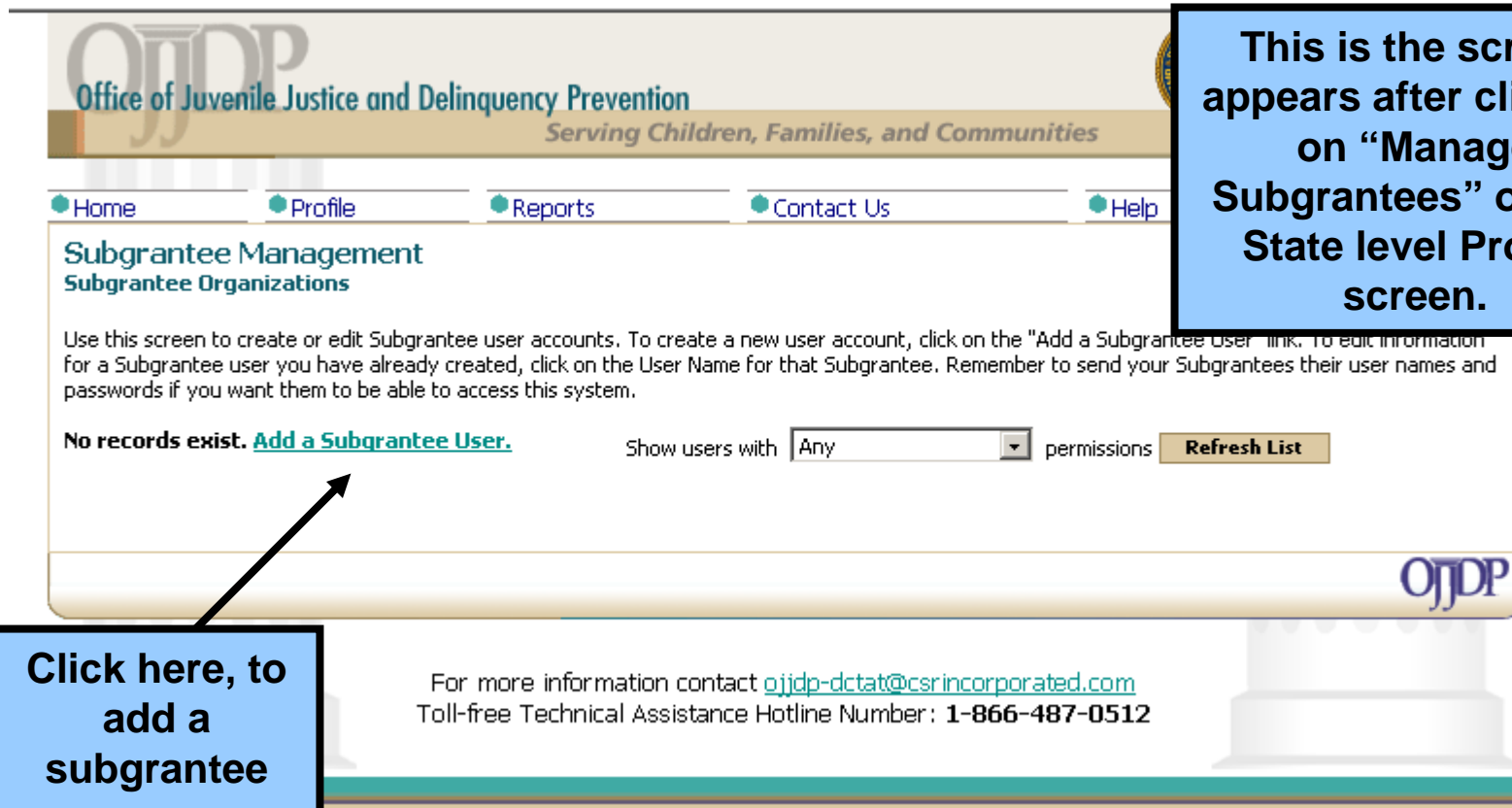
EUDL

0

"Edit Profile" will allow you to correct information and change the number of subgrants entered into the system

"Manage subgrantees" will allow you to create a new subgrantee; add or change access to a grant program; obtain information for existing subgrantee users; obtain UserID and passwords for subgrantees

State Level Profile Subgrantee Management Screen



The screenshot shows the 'Subgrantee Management' screen for the Office of Juvenile Justice and Delinquency Prevention (OJJDP). The header includes the OJJDP logo and the tagline 'Serving Children, Families, and Communities'. A navigation bar contains links for Home, Profile, Reports, Contact Us, and Help. The main heading is 'Subgrantee Management' with a subheading 'Subgrantee Organizations'. A paragraph explains the screen's purpose: 'Use this screen to create or edit Subgrantee user accounts. To create a new user account, click on the "Add a Subgrantee User" link. To edit information for a Subgrantee user you have already created, click on the User Name for that Subgrantee. Remember to send your Subgrantees their user names and passwords if you want them to be able to access this system.' Below this, it states 'No records exist.' followed by a blue link 'Add a Subgrantee User.' and a search filter 'Show users with Any permissions' and a 'Refresh List' button. An arrow points from a callout box to the 'Add a Subgrantee User.' link. The footer contains contact information: 'For more information contact ojjdp-dctat@csrincorporated.com Toll-free Technical Assistance Hotline Number: 1-866-487-0512'.

Click here, to add a subgrantee user.

This is the screen appears after clicking on "Manage Subgrantees" on the State level Profile screen.

State Level Profile- Create a new subgrantee

This is the screen you will see after clicking on “add a subgrantee user” on the State level Profile screen.

Serving Children, Families, and Communities

Home Profile Reports Contact Us Help Log Out

Subgrantee Account Definition

Use this screen to **define a new Subgrantee user** account. NOTE: You cannot give a new subgrantee account the same organization name as an existing account.

Set Up Subgrantee User

User ID: EUDL0002G

Password: zpbaru

Previously Created Subgrantees:

(type in new organization name)

Grant(s): ☐ Discretionary Grants

☒ EUDL

☐ Formula

☐ JABG

☐ Title V

☐ Tribal Youth Program

Save

System has auto-assigned a User ID

You may change the password

Check the grant program for which the subgrantee should have access

Please SAVE before leaving the screen

State Level Profile- Create a new subgrantee (cont.)

Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

Home Profile Reports Contact Us

Subgrantee Management

Subgrantee Organizations

To **create a new Subgrantee account** click on ADD NEW SUBGRANTEE USER. To **change** USERID, To **enter data** for a subgrantee account click on its ORGANIZATION NAME. You can also click on the headers.

[add new Subgrantee User](#) Show only subgrantees with subgrants from:


| UserID | Password | Organization Name | JABG | Title V | Formula | Discretionary Grants | Tribal Youth Program | EUDL |
|---------------------------|----------|-----------------------------------|------|---------|---------|----------------------|----------------------|------|
| EUDL0002G | zpbaru | EUDL subgrantee 1 | | | | | | |

OJJDP


After saving the new subgrantee record that was created from the previous screen, the system displays the “new” subgrantee record on the Subgrantee Management screen. If additional subgrantee records are needed, click on “add new subgrantee user”.

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

Create another subgrantee account



Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities



[Home](#) [Profile](#) [Reports](#) [Contact Us](#) [Help](#) [Log Out](#)

Subgrantee Account Definition

Use this screen to **define a new Subgrantee user** account. NOTE: You cannot give a new subgrantee account the same organization name as an existing account.

Set Up Subgrantee User

User ID: EUDL0003G

Password:


Previously Created Subgrantees:

(type in new organization name)


Grant(s):

- ☐ Discretionary Grants
- ☒ EUDL
- ☐ Formula
- ☐ JABG
- ☐ Title V
- ☐ Tribal Youth Program

See second account created



Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities



[Home](#) [Profile](#) [Reports](#) [Contact Us](#) [Help](#) [Log Out](#)


Subgrantee Management

Subgrantee Organizations

To **create a new Subgrantee account** click on ADD NEW SUBGRANTEE USER. To **change the information** for a subgrantee account click on its USERID. To **enter data** for a subgrantee account click on its ORGANIZATION NAME. You can sort the Users listed below by clicking on the column headers.

[add new Subgrantee User](#) Show only subgrantees with subgrants from [Refresh List](#)

| UserID | Password | Organization Name | JABG | Title V | Formula | Discretionary Grants | Tribal Youth Program | EUDL |
|---------------------------|----------|-----------------------------------|------|---------|---------|----------------------|----------------------|------|
| EUDL0002G | zpbaru | EUDL subgrantee 1 | | | | | | • |
| EUDL0003G | zfedgg | EUDL subgrantee 2 | | | | | | • |



For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: **1-866-487-0512**

State level only

Mark subgrantees as not active

Not Active is defined as a subgrantee organization that shows on the status summary screen and did not receive an award from the Grantor during the reporting period.

State view of subgrantee accounts

The screenshot shows the OJJDP State Status Summary page. At the top, there is a header with the OJJDP logo and the text "Enforcing Underage Drinking Laws Program". Below the header, there are navigation links: Home, Profile, and Reports. The main content area is titled "State Status Summary" and includes a paragraph explaining the page's purpose. A red circle highlights the link "Mark subgrantee not active" in the text. A blue box with text points to this link. Below the text, there are two tables: "Statewide Performance" and "Subgrantee Performance". The "Statewide Performance" table has columns for Overall Status, Subgrantee, and User ID. The "Subgrantee Performance" table has columns for Overall Status, Subgrantee, and User ID. At the bottom left, there is a summary of subgrantee counts. A blue box with text explains that a subgrantee can only be marked as not active if the status shows as "not started".

Click the link, "Mark subgrantee not active".

| Overall Status | Subgrantee | User ID |
|----------------|------------------------|-----------|
| Complete | State of State of EUDL | EUDL0001S |

| Overall Status | Subgrantee | User ID |
|----------------|-------------------|-----------|
| In Progress | EUDL subgrantee 1 | EUDL0002G |
| Not Started | EUDL subgrantee 2 | EUDL0003G |

Total # of Subgrants: 1
Total # Completed: 0
Total # In Progress: 1
Total # Not Started: 1
Total # Not Active: 0

A subgrantee can only be marked as not active, if the status shows as "not started".

Mark subgrantees as not active

Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

Enforcing Underage Drinking Laws Program

Home Profile Reports

Subgrantee Activity Status

Use the checkboxes to indicate whether the subgrantees list include subgrantees whose data entry status is "In Progress"

| Not Active? | Subgrantee | User ID |
|--------------------------|-------------------|-----------|
| In Progress | EUDL subgrantee 1 | EUDL0002G |
| <input type="checkbox"/> | EUDL subgrantee 2 | EUDL0003G |

Save Changes Cancel

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

Check the box for subgrantees to mark as
“not active”, SAVE changes.

Mark subgrantees as not active

The screenshot shows the OJJDP (Office of Juvenile Justice and Delinquency Prevention) Status Summary screen. A blue callout box with white text states: "The subgrantee now shows on the Status Summary screen as 'not active'".

State Status Summary
This screen provides a summary of your data entry status. Click this link [Mark subgrantee not active](#) to indicate that a subgrantee is no longer active.

Statewide Performance

| Overall Status | Subgrantee | User ID |
|----------------|------------------------|-----------|
| Complete | State of State of EUDL | EUDL00015 |

Subgrantee Performance

| Overall Status | Subgrantee | User ID |
|----------------|-------------------|-----------|
| In Progress | EUDL subgrantee 1 | EUDL0002G |
| Not Active | EUDL subgrantee 2 | EUDL0003G |

Total # of Subgrants: 1
Total # Completed: 0
Total # In Progress: 1
Total # Not Started: 0
Total # Not Active: 1

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

Grantee level Create an OJJDP Report

OJJDP Award recipients are responsible for creating a report to submit to OJJDP via the Grants Management System (GMS)

State level

Step 5: Create Performance Data Report

The screenshot shows the OJJDP website interface. At the top, the OJJDP logo is on the left, and the text "Office of Juvenile Justice and Delinquency Prevention" is in the center. Below this is the tagline "Serving Children, Families, and Communities". A navigation bar contains links: Home, Federal Awards, Profile, Reports, Help, and Log Out. A blue callout box with a black border points to the "Reports" link, containing the text: "State users - Click 'Reports' on the navigation bar." Below the navigation bar is the "Reports Menu" section. It contains two main options: "Performance Data Report" and "Performance Data Summary Report". The "Performance Data Report" section includes a description, a "Reporting Period" dropdown menu (set to "January 1, 2008 - June 30, 2008"), a "Federal Fiscal Years" dropdown menu (set to "2001"), and a "Run" button. A blue callout box with a black border points to these dropdown menus, containing the text: "Drop down menus allow user to select a FFY. A report should be created for each FFY that data was reported." The "Performance Data Summary Report" section includes a description, a "Reporting Period" dropdown menu (set to "January 1, 2008 - June 30, 2008"), a "Federal Fiscal Years" dropdown menu (showing a list of years from 2001 to 2008), and a "Run" button. At the bottom of the page, there is a "Subgrant Detail Data Report" section with a "Reporting Period" dropdown menu (set to "January 1, 2008 - June 30, 2008").

OJJDP Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008

Home Federal Awards Profile **Reports** Help Log Out

Reports Menu
Use the drop-down menus provided below to select the federal fiscal year of the grant, the reporting period and the type of report you would like to view. You must create a separate Performance Data Report for each Federal Fiscal Year of funding or award you had open during the reporting period and submit those reports to OJJDP through the GMS system.

Performance Data Report
Please remember to upload a copy of this report through the GMS system as part of your progress report. **This is the report that you must attach to your CAPR and submit through GMS.**

Reporting Period: January 1, 2008 - June 30, 2008
Federal Fiscal Years: 2001
Run

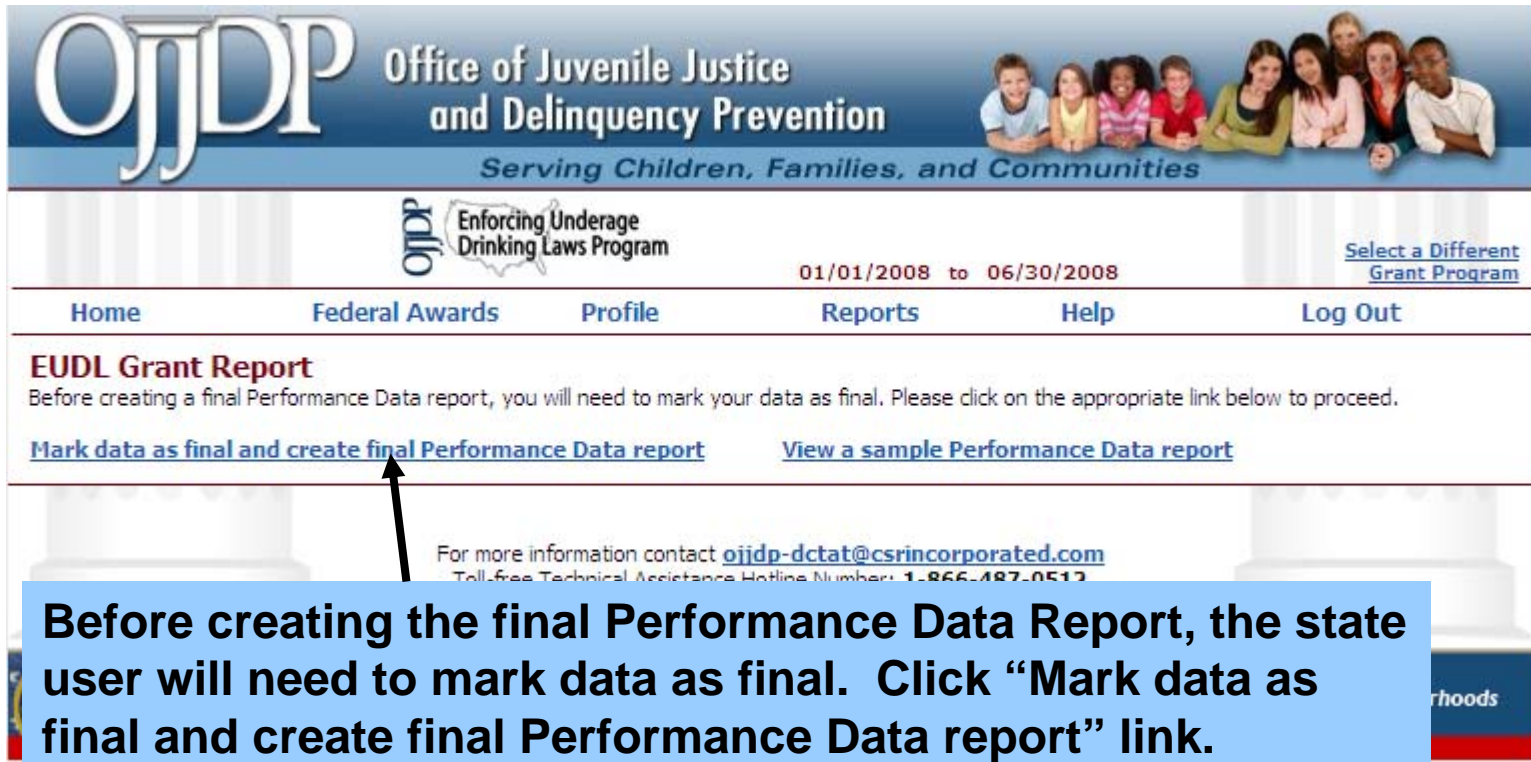
Performance Data Summary Report
This report provides a summary and analysis of the performance measurement data submitted to OJJDP using the DCTAT system. Hold the Ctrl/button to select multiple federal award numbers.

Reporting Period: January 1, 2008 - June 30, 2008
Federal Fiscal Years: 2001, 2002, 2003, 2004, 2005, 2006, 2007, 2008
Run

Subgrant Detail Data Report
Funds active between January 1, 2008 - June 30, 2008

Reporting Period: January 1, 2008 - June 30, 2008

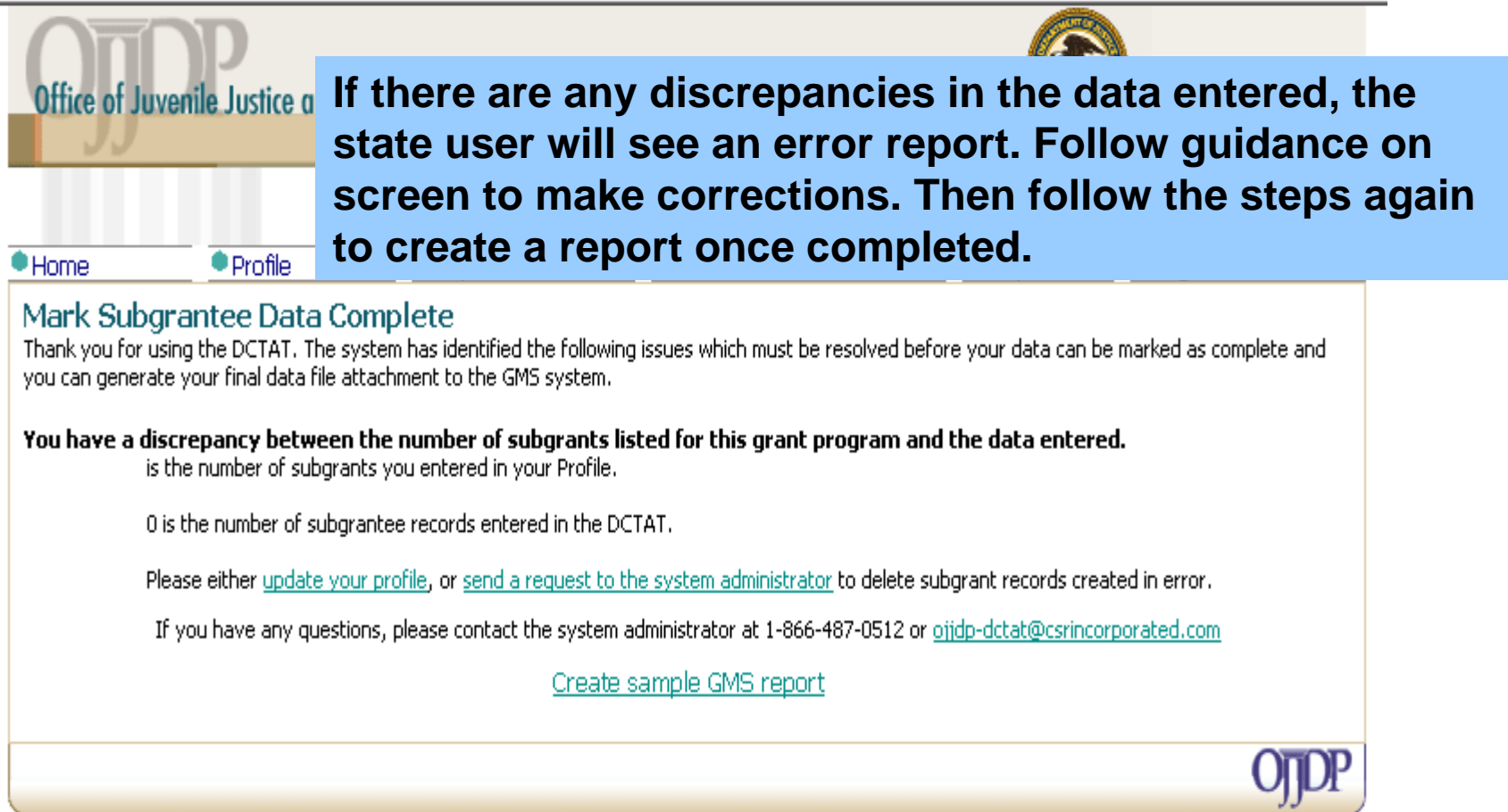
Screen to mark data as complete



The screenshot shows the OJJDP (Office of Juvenile Justice and Delinquency Prevention) website. The header includes the OJJDP logo, the text "Office of Juvenile Justice and Delinquency Prevention", and the tagline "Serving Children, Families, and Communities". Below the header is a navigation bar with links: Home, Federal Awards, Profile, Reports, Help, and Log Out. The main content area is titled "EUDL Grant Report" and contains the text: "Before creating a final Performance Data report, you will need to mark your data as final. Please click on the appropriate link below to proceed." Below this text are two links: "Mark data as final and create final Performance Data report" and "View a sample Performance Data report". An arrow points to the first link. At the bottom of the page, there is contact information: "For more information contact ojjdp-dctat@csrincorporated.com" and "Toll-free Technical Assistance Hotline Number: 1-866-487-0513".

Before creating the final Performance Data Report, the state user will need to mark data as final. Click “Mark data as final and create final Performance Data report” link.

Error report – make fixes



The screenshot shows the OJJDP (Office of Juvenile Justice and Delinquency Prevention) DCTAT (Data Collection and Tracking and Assessment Tool) interface. At the top, there is a navigation bar with 'Home' and 'Profile' links. The main content area displays an error message titled 'Mark Subgrantee Data Complete'. The message states that the system has identified issues that must be resolved before the data can be marked as complete and a final data file attachment can be generated for the GMS system. The specific error is a discrepancy between the number of subgrants listed for a grant program and the data entered in the Profile. It provides instructions to either update the profile or send a request to the system administrator to delete subgrant records created in error. Contact information for the system administrator is provided, including a phone number and an email address. A link to 'Create sample GMS report' is also present. The OJJDP logo is visible in the bottom right corner of the page.

If there are any discrepancies in the data entered, the state user will see an error report. Follow guidance on screen to make corrections. Then follow the steps again to create a report once completed.

Mark Subgrantee Data Complete
Thank you for using the DCTAT. The system has identified the following issues which must be resolved before your data can be marked as complete and you can generate your final data file attachment to the GMS system.

You have a discrepancy between the number of subgrants listed for this grant program and the data entered.
is the number of subgrants you entered in your Profile.

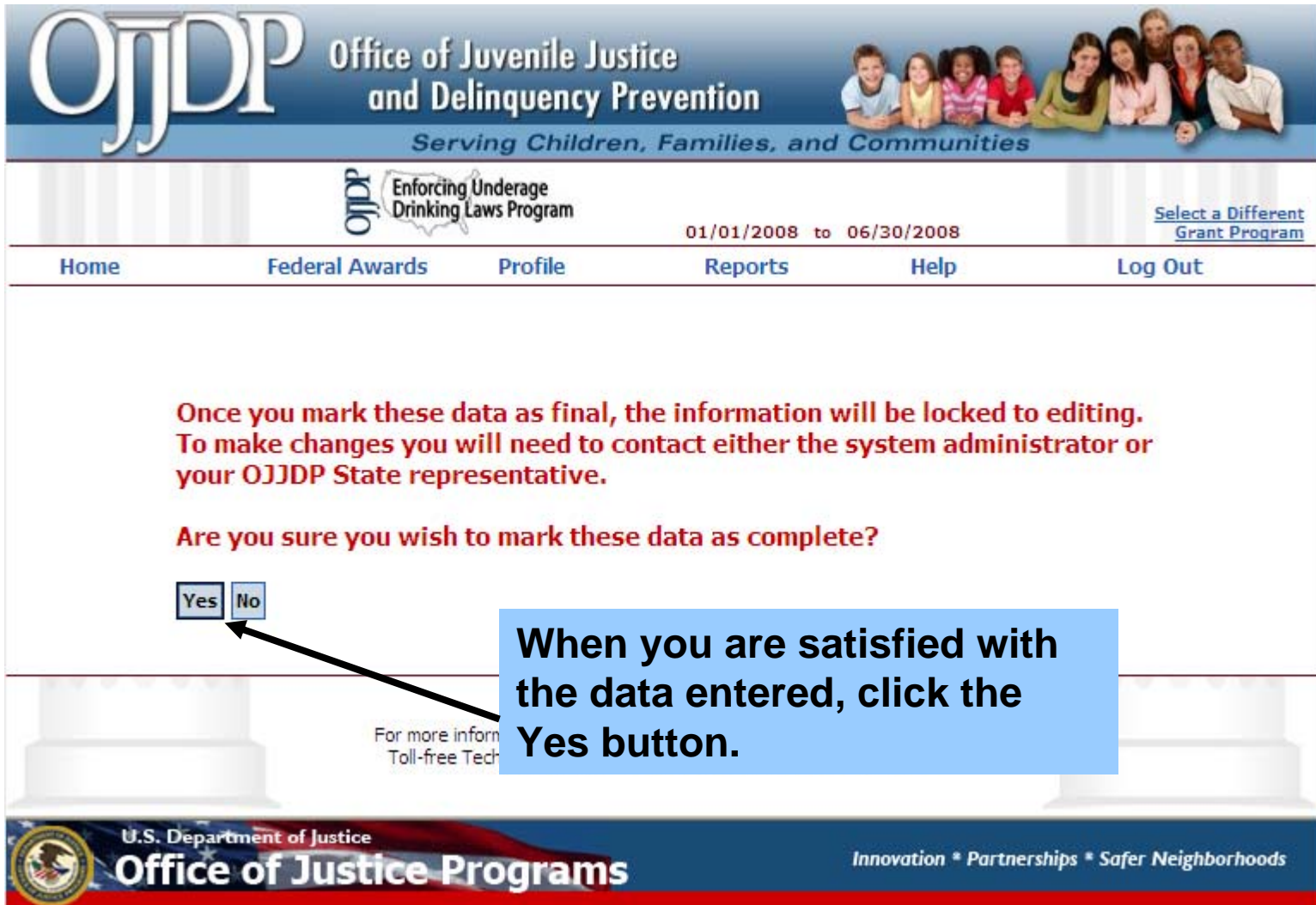
0 is the number of subgrantee records entered in the DCTAT.

Please either [update your profile](#), or [send a request to the system administrator](#) to delete subgrant records created in error.


If you have any questions, please contact the system administrator at 1-866-487-0512 or ojjdp-dctat@csrincorporated.com

[Create sample GMS report](#)

Confirmation to mark data as complete will be locked to further editing



OJJDP Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

 Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008 [Select a Different Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Once you mark these data as final, the information will be locked to editing. To make changes you will need to contact either the system administrator or your OJJDP State representative.

Are you sure you wish to mark these data as complete?

For more information
Toll-free Tech

When you are satisfied with the data entered, click the Yes button.

U.S. Department of Justice
Office of Justice Programs

*Innovation * Partnerships * Safer Neighborhoods*

User Feedback Form



Office of Juvenile Justice and Delinquency Prevention

Serving Children, Families, and Communities



Select a Different

Once data submission is completed, a voluntary user feedback form is provided. This is VOLUNTARY.

Home

User

Thank you for using OJJDP's DCTAT. You have been selected to answer a few questions to help OJJDP continue providing high quality training and technical assistance to its grantees and subgrantees.

We value your input, however completion of this form is optional. If you do not want to provide feedback, please click the **Decline Participation** button at the bottom of this page.

1. Which best describes your funding category? (Check only one radio button)

- ☐ Direct recipient of OJJDP funding ☐ Sub recipient of OJJDP funding

2. Which best describes your organizational affiliation? (Check only one radio button)

- | | |
|--|---|
| <input type="radio"/> State agency (designated state agency) | <input type="radio"/> Unit of local government (County, Township, etc.) |
| <input type="radio"/> Independent School District | <input type="radio"/> State Controlled Institution of Higher Education |
| <input type="radio"/> Private University | <input type="radio"/> Federally Recognized Tribal Government |
| <input type="radio"/> Native American Tribal Org. (Non-Government) | <input type="radio"/> Public Housing Authority/Indian Housing Authority |
| <input type="radio"/> Non Profit (Secular) | <input type="radio"/> Non Profit (Faith Based) |
| <input type="radio"/> Private Organization | <input type="radio"/> Other |

3. For which OJJDP grant programs did you report performance data using DCTAT? (Please check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Title V | <input type="checkbox"/> Tribal Youth Program |
| <input type="checkbox"/> Formula/Title II | <input type="checkbox"/> Earmark/Discretionary |

Performance Data report

| Home | Federal Awards | Profile | Reports | Help | Log Out |
|------|----------------|---------|---------|------|---------|
|------|----------------|---------|---------|------|---------|

[Export as a Word file](#)
[Export as a PDF file](#)
[Add Comments](#)

Please remember to upload a copy of this report through the GMS system as part of your progress report.

The State of State of DEARMARK Performance Data Report:

This report generated for The State of State of DEARMARK contains performance data for 2005 Federal Fiscal Year

The total amount of FFY 2005 EUDL grants funds active between January 1, 2008 - June 30, 2008 was \$75,000. Data awarded to 2 organizations accounting for \$75,000 in grant funds. An additional \$0 was used for State wide activity

Subgrant data were reported for activity across 2 grant program categories:

- PC 2: Media
- PC 3: Enforcement

| Program Category | Number of Allocations | Amount of Funds |
|-------------------------------|-----------------------|-----------------|
| PC 2: Media | 2 | \$57,500 |
| PC 3: Enforcement | 1 | \$17,500 |
| TOTAL Subgrant PC Allocations | 3 | \$75,000 |

Statewide/Territory wide data were reported for 0 grant program categories:

Overall Performance Data Reported for January 1, 2008 - June 30, 2008

| Performance Indicator | Data | Number of Subgrants Reporting | Includes Grantee activity |
|--|------|-------------------------------|---------------------------|
| Percent of projects using an evidence-based model | 50% | 2 | |
| Agencies that provided funding for underage drinking enforcement/prevention efforts during the reporting period. | | 1 | No |
| A. Community Anti-Drug Coalitions of America (CADCA) | No | | |
| B. Higher Education | No | | |

Performance Data report displayed, you may add comments, then export to your computer and SAVE

Report comments

OJJDP Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008 [Select a Different Grant Program](#)

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Performance Data Summary Comments

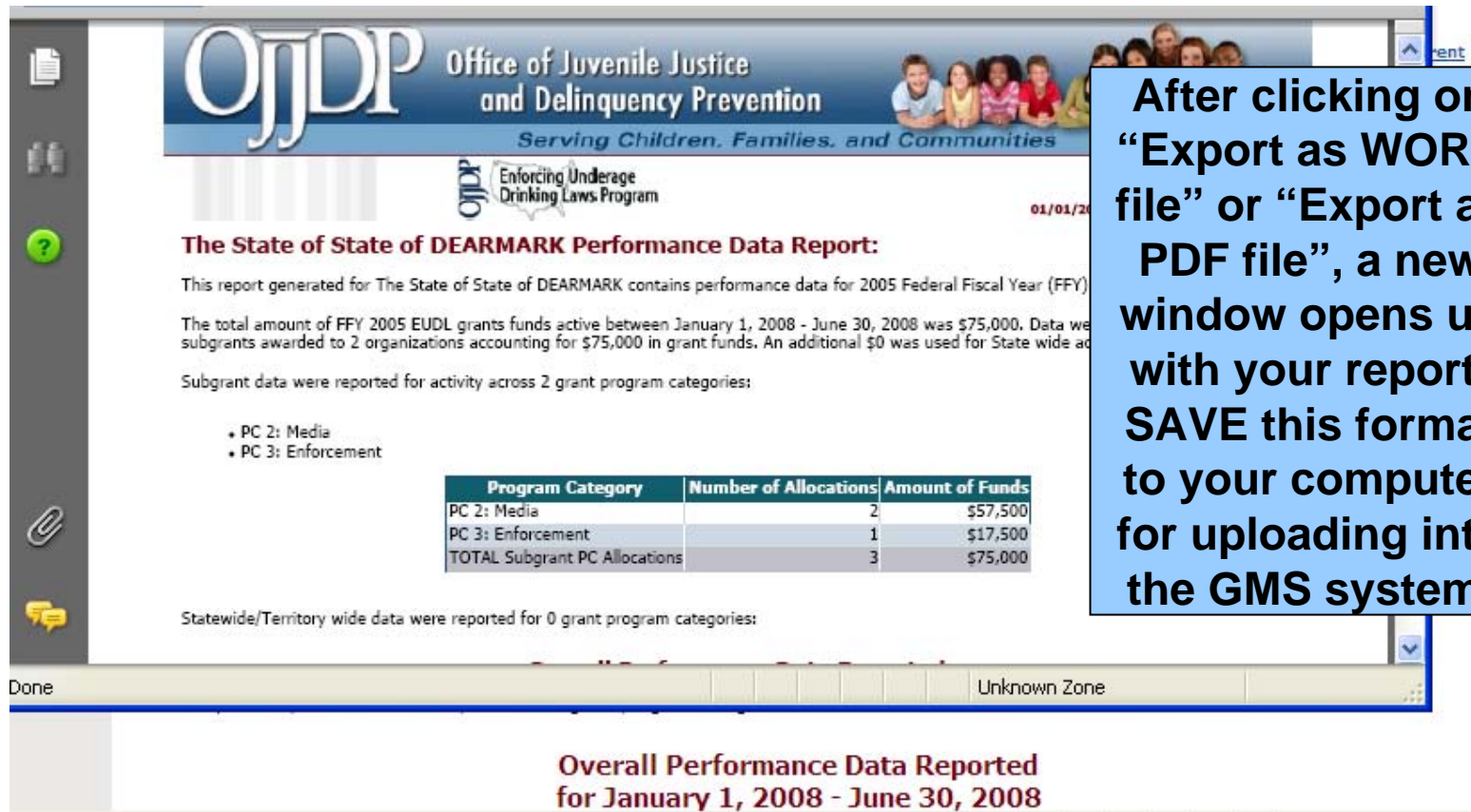
Enter comments below. These comments will be appended to the bottom of the PDF report.

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

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Enter text and save comments.

Downloading report



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01/01/2008

The State of State of DEARMARK Performance Data Report:

This report generated for The State of State of DEARMARK contains performance data for 2005 Federal Fiscal Year (FFY)

The total amount of FFY 2005 EUDL grants funds active between January 1, 2008 - June 30, 2008 was \$75,000. Data was subgrants awarded to 2 organizations accounting for \$75,000 in grant funds. An additional \$0 was used for State wide ad

Subgrant data were reported for activity across 2 grant program categories:

- PC 2: Media
- PC 3: Enforcement

| Program Category | Number of Allocations | Amount of Funds |
|--------------------------------------|-----------------------|-----------------|
| PC 2: Media | 2 | \$57,500 |
| PC 3: Enforcement | 1 | \$17,500 |
| TOTAL Subgrant PC Allocations | 3 | \$75,000 |

Statewide/Territory wide data were reported for 0 grant program categories:

Done Unknown Zone

Overall Performance Data Reported for January 1, 2008 - June 30, 2008

After clicking on “Export as WORD file” or “Export as PDF file”, a new window opens up with your report; **SAVE** this format to your computer for uploading into the GMS system.

Subgrantee view

The following screen shots are the state level's view of how to enter data on behalf of subgrantees.

Subgrantee view Profile Screen

[Home](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Profile

Save

*** Mandatory Fields**

User ID DEAR0018G

Organization Name: EUDL Subgrantee 1

Organization Type:

Address1:

Address2:

City:

State/Territory:

***Zip:**

Phone:

Fax:

URL:

***Email:**

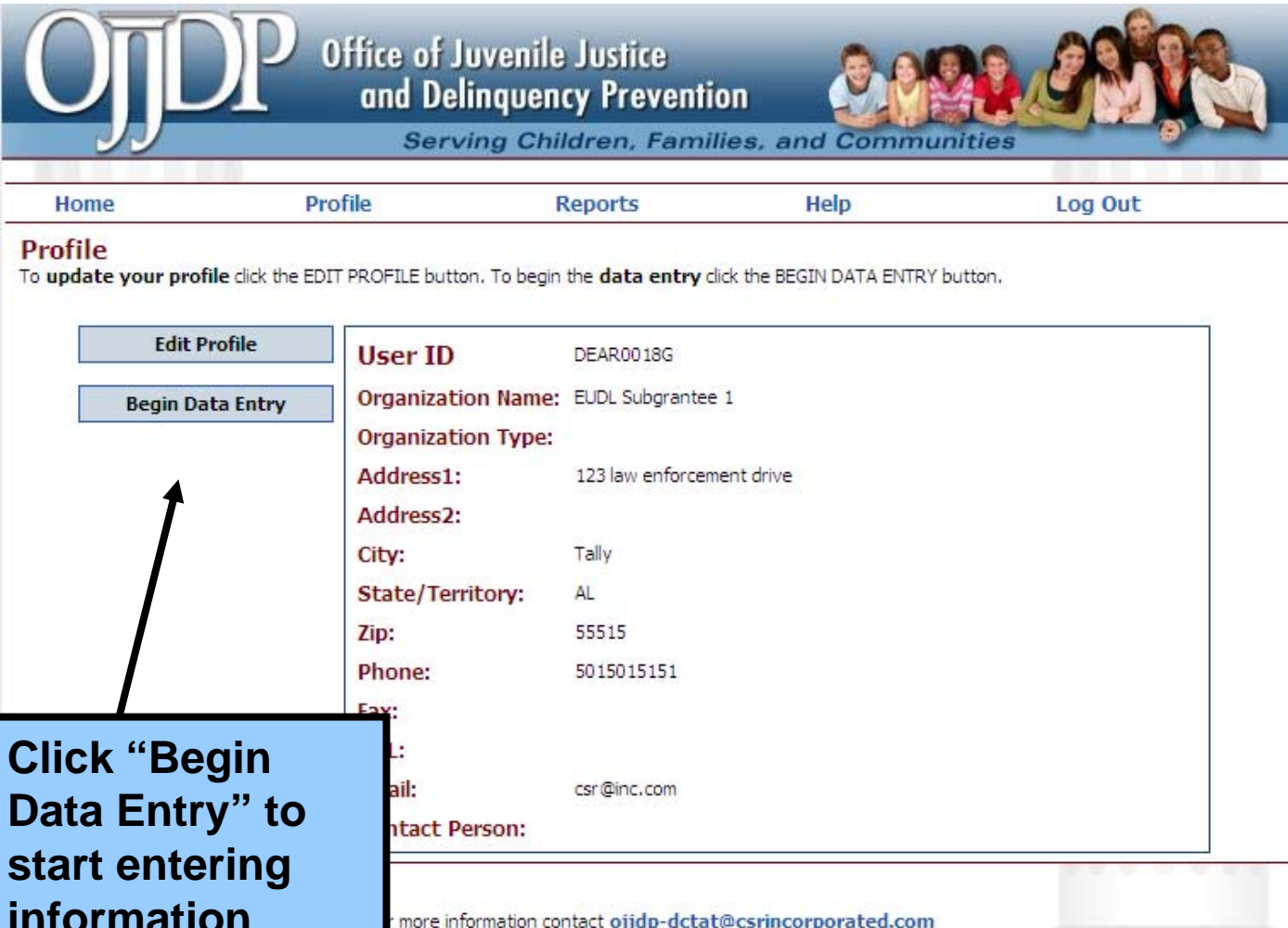
Contact Person:

This screen will display, if this is your first time in the system. Complete and Save.

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

Subgrantee view

Begin data entry



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Home Profile Reports Help Log Out

Profile
To **update your profile** click the EDIT PROFILE button. To begin the **data entry** click the BEGIN DATA ENTRY button.

Edit Profile

Begin Data Entry

User ID DEAR0018G

Organization Name: EUDL Subgrantee 1

Organization Type:

Address1: 123 law enforcement drive

Address2:

City: Tally

State/Territory: AL

Zip: 55515

Phone: 5015015151

Fax:



Email: csr@inc.com

Contact Person:

For more information contact ojjdp-dctat@csrincorporated.com

Click "Begin Data Entry" to start entering information about your subaward.


Grant Program Selection screen

**Office of Juvenile Justice
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HomeProfileReportsHelpLog Out

Grant Program Selection

Please click on the reporting period for which you want to enter data. If you are trying to access data for a program which is not shown here, please contact your Grantor.


**Enforcing Underage
Drinking Laws Program**

Select a reporting period


January 2008 - June 2008Go

Drop down box will allow you to select a reporting period to begin the data entry process.

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512


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State view of subgrantee accounts



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Enforcing Underage
Drinking Laws Program

01/01/2008 to 06/30/2008

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State Status Summary

This screen provides a summary of your data entry status. **Click** on a subgrantee name to enter or revise data for that organization. **Click** this link [Mark subgrantee not active](#) to indicate that a subgrantee was not active during this reporting period.

Statewide Performance


| Overall Status | Grantee | User ID |
|----------------|------------------------|-----------|
| Complete | State of State of EUDL | EUDL0001S |

Subgrantee Performance

| Overall Status | Subgrantee | User ID |
|----------------|-----------------------------------|-----------|
| In Progress | EUDL subgrantee 1 | EUDL0002G |
| In Progress | EUDL subgrantee 2 | EUDL0003G |

Total # of Subgrants: 2
Total # Completed: 0
Total # In Progress: 2
Total # Not Started: 0
Total # No

Click on the subgrantee name to begin data entry.



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Office of Justice Programs

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Grantee and subgrantee view Subgrantee Status Summary screen

For a new record, click the “FFY” from which the award was made.

To complete an existing award, click on the state subgrantee number shown.

- This summarizes the data entry status of this subgrant/award.
- 1. To **create** a subgrant record click on the Federal Fiscal Year (FFY) from which the award was made.
 - 2. To **access** an existing subgrant record click on its State Subgrantee Number.

In some cases, only the FFY from which funds were expended during the reporting period are shown below. If you have a question about the FFY to which you should link your performance data, please ask your grantor.

| FFY | State Subgrantee Number | Select Indicator | Enter Data | Total amount of subgrant: \$ | Program Categories |
|----------------------|--------------------------------|------------------|-------------|------------------------------|--------------------|
| 2001 | | Not Started | Not Started | | |
| 2002 | | Not Started | Not Started | | |
| 2003 | | Not Started | Not Started | | |
| 2005 | | Not Started | Not Started | | |
| 2006 | | Not Started | Not Started | | |
| 2007 | 2007 sub-award | Complete | Not Started | \$50,000 | 3, 1 |
| 2008 | | Not Started | Not Started | | |

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: **1-866-487-0512**

Subgrantee level view

Step 1: Award Information Screen

(1 of 4)

01/01/2008 to 06/30/2008 [Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)

Award Information [Return to Status Summary Screen for EUDL Subgrantee 2](#) [Return to Award Information Summary](#)

Once you have entered the requested information about this Subgrant/Grant use the buttons at the bottom of the screen to save your changes.

Award Information

State Subgrantee Number: Total amount of subgrant: \$ (Federal Funds only)

Subgrant Project Title:

Amount of non-EUDL Funds Allocated to Underage Drinking Activities:

Organization Name: EUDL Subgrantee 2 Implementing Organization Name:

Project Start Date: (mm/dd/yyyy) Implementing Organization Type:

Project End Date: (mm/dd/yyyy) Federal Congressional District:

Click this link to use your zipcode determine the Federal Congressional District served by the project <http://www.house.gov>

Is the implementing organization a faith-based program? ☒ Yes ☐ No

Does the subgrant implement one or more evidence-based strategies? ☒ Yes ☐ No [Definition](#)

If yes, indicate each of the strategies used:

Underage Drinking Enforcement Strategies

☐ a. Vigorous use of **compliance checks** (e.g. ☐ b. Special police **"party patrols"** to contain who possess and/or consume alcohol. ☐ c. Enforcement of laws against **provision/fu** shoulder tap operations; monitor or patrol alc ☐ d. Vigorous and well-publicized enforcement o emphasis/saturation patrols, speeding, runnin ☐ e. Establishment and enforcement of **"zero tolerance"** laws for youth under 21.

Complete fields with information about the award received by the subgrantee. Check all applicable responses. **SAVE** before leaving the screen

Subgrantee level view

Award Information screen (2 of 4)

Underage Drinking Enforcement Strategies

- ☐ a. Vigorous use of **compliance checks** (e.g., minor decoy or CUB operations).
- ☐ b. Special police **"party patrols"** to contain underage drinking parties and ticket both the adult who provides alcohol to underage youth and minors who possess and/or consume alcohol.
- ☐ c. Enforcement of laws against **provision/furnishing** of alcohol to minors (e.g. third party transactions to include enforcement of social host laws; shoulder tap operations; monitor or patrol alcohol outlet parking lots).
- ☐ d. Vigorous and well-publicized enforcement of **impaired driving** laws in general, as well as other traffic enforcement (e.g., Sobriety checkpoints, emphasis/saturation patrols, speeding, running red lights).
- ☐ e. Establishment and enforcement of **"zero tolerance"** laws for youth under 21.
- ☒ f. **"Cops in Shops"** and similar programs that allow police to ticket minors attempting to purchase alcohol.

Underage Drinking Prevention Strategies

- ☐ a. Development of community support for prevention and enforcement building and educational activities to include media advocacy.
- ☐ b. Establishment of **community support activities** for adults (e.g., community sponsorship of alcohol-free activities for youth; community volunteers to assist enforcement in the collection of evidence).
- ☐ c. **Education of merchants** regarding techniques and responsibilities for serving minors, as well as reduce sales of alcohol to intoxicated persons; shoplifting; etc.)
- ☐ d. Establishment or enhancement/improvement of laws/ordinances and hold violators (clerks and establishments) accountable for outlet location and density; controls on hours of sale; an increase in price through excise taxes; require sellers of alcohol to be at least 21 years old; prohibit minors from entering bars; make alcohol outlets liable for harm that occurs as a result of providing alcohol to minors; Dram shop (civil) liability for sales to minors, etc.)
- ☐ e. Establishment or enhancement/improvement of laws/ordinances/institutional policies that limit youth access to **social availability** of alcohol and hold adults and youth accountable for violations of such laws (e.g., Keg registration laws; prohibitions or controls on alcohol use at community events or in public areas [e.g. at county fairs, in parks, or at beaches], which can also be seen as a control on access; make the provision of alcohol to minors an offense; special enforcement campaigns to prevent parties where alcohol is served to minors [e.g., enforce ordinances focused on parents and landlords who allow underage drinking parties to take place on their property; educate parents, landlords about their rights and responsibilities related to underage drinking parties on their property]; etc.
- ☐ f. Establishment or enhancement/improvement of laws/ordinances/institutional policies related to **impaired driving** by youth and hold violators accountable for violations of such laws (e.g., Use, lose laws; zero-tolerance laws; etc.)
- ☐ g. Establishment or enhancement/improvement of laws/ordinances/institutional policies related to **attempts to purchase, possession of, and/or consumption of alcoholic beverages by underage youth** and hold violators accountable for violations of such laws (e.g., Make the manufacture or purchase of false identification a crime; improve laws regarding minors in possession of alcohol; improve laws regarding consumption of alcohol by minors; etc.)
- ☐ h. Establishment of **controls on alcohol advertising** (especially on billboards, sides of buses, and in other public areas)
- ☐ i. Prohibition of **alcohol sponsorship** at public events (e.g., a beer company sponsoring a boat race)

Award information continues. Check all applicable evidence-based strategies funded by this award. SAVE before leaving the screen

Subgrantee level view

Award Information screen (3 of 4)

Target Population for this Subgrant

Please check the appropriate boxes to indicate for this Subgrant:

1. The population actually served during the reporting period; and
2. The populations, if any, to which the program offers targeted services.

Targeted services include any services or approaches specifically designed to meet the needs of the population (e.g. gender specific, culturally based, developmentally appropriate services).

| | Population | 1. Did you serve this group during the reporting period? | 2. Did this Subgrant provide targeted services for any of the following groups? |
|---|--|--|---|
| R A C E / E T H N I C | American Indian/Alaskan Native | <input type="checkbox"/> | <input type="checkbox"/> |
| | Asian | <input type="checkbox"/> | <input type="checkbox"/> |
| | Black/African American | <input checked="" type="checkbox"/> | |
| | Hispanic or Latino (of any race) | <input checked="" type="checkbox"/> | |
| | Native Hawaiian and Other Pacific Islander | <input type="checkbox"/> | |
| | Other Race | <input type="checkbox"/> | |
| | White/Caucasian | <input type="checkbox"/> | |
| | Youth population not served directly | <input type="checkbox"/> | |
| J U S T I C E | At-Risk Population (no prior offense) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | First Time Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Repeat Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Sex Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Status Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Violent Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Youth population not served directly | <input type="checkbox"/> | <input type="checkbox"/> |
| G E N D E R | Male | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Female | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Youth population not served directly | <input type="checkbox"/> | <input type="checkbox"/> |
| | Under 11 | <input type="checkbox"/> | <input type="checkbox"/> |

Check all criteria that apply to the population served by funding from this award and check any criteria used to offer targeted services.

Subgrantee level view

Award Information screen (4 of 4)


| | | | |
|---------------------------------|---------------------------------------|-------------------------------------|--------------------------|
| J U S T I C E | At-Risk Population (no prior offense) | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | First Time Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Repeat Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Sex Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Status Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Violent Offenders | <input type="checkbox"/> | <input type="checkbox"/> |
| | Youth population not served directly | <input type="checkbox"/> | <input type="checkbox"/> |
| G E N D E R | Male | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Female | <input checked="" type="checkbox"/> | |
| | Youth population not served directly | <input type="checkbox"/> | |
| A G E | Under 11 | <input type="checkbox"/> | |
| | 12 - 13 | <input type="checkbox"/> | |
| | 14 - 15 | <input checked="" type="checkbox"/> | |
| | 16 - 17 | <input type="checkbox"/> | |
| | 18 and over | <input type="checkbox"/> | |
| | Youth population not served directly | <input type="checkbox"/> | |
| G E O | Rural | <input type="checkbox"/> | <input type="checkbox"/> |
| | Suburban | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| | Tribal | <input type="checkbox"/> | <input type="checkbox"/> |
| | Urban | <input type="checkbox"/> | <input type="checkbox"/> |
| | Youth population not served directly | <input type="checkbox"/> | <input type="checkbox"/> |
| O T H E R | Mental Health | <input type="checkbox"/> | <input type="checkbox"/> |
| | Pregnant | <input type="checkbox"/> | <input type="checkbox"/> |
| | Substance Abuse | <input type="checkbox"/> | <input type="checkbox"/> |
| | Truant/Dropout | <input type="checkbox"/> | <input type="checkbox"/> |

Target Population matrix continued.
Check all criteria that apply to the population served by funding from this award and check any criteria used to offer targeted services.

Save **Cancel**


Subgrantee level view


Step 2: Select Program Categories (1/2)



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Enforcing Underage
Drinking Laws Program

01/01/2008 to 06/30/2008

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Award Information Summary [Return to Status Summary Screen for EUDL Subgrantee](#)

[Edit Award Info](#) [Select Program Categories](#)

Award Information saved.

Indicator Status: In progress Data Status: Not Started

Award Information

State Subgrantee Number: abcdefgh

Total amount of subgrant: \$ 335,000 (Federal Funds only)

Subgrant Project Title:

Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0

Organization Name: EUDL Subgrantee 2

Implementing Organization Name:

Project Start Date: 01/01/2008

Implementing Organization Type:

Project End Date: 06/30/2008

Federal Congressional District:

Is the implementing organization a faith-based program?

Yes

Does the subgrant implement one or more evidence-based strategies?

Yes

If yes, indicate each of the strategies used:

f. "Cops in Shops" and similar programs that allow police to ticket minors attempting to purchase alcohol.

If other, please specify:

Click "Select Program Categories" to continue the process.

Subgrantee level view

Step 2: Program Category Selection (2/2)

Program Category Selection

[Return to Status Summary Screen for EUDL Subgrantee 2](#)

[Return to Award Information Summary](#)

Award Information

State Subgrantee Number: abcdefgh

07/01/2007 to 12/31/2007 Int: \$ \$35,000 (Federal Funds only)

Subgrant Project Title:

Amount of non-EUDL Funds Allocated to Underage Drinking

Organization Name: EUDL

Subgrantee 2

Implementing Organization

Project Start Date: 01/01/2008

Implementing Organization

Project End Date: 06/30/2008

Federal Congressional

Is the implementing organization a faith-based program? Yes

Does the subgrant implement one or more evidence-based strategies? Yes

If yes, indicate each of the strategies used:

f. "Cops in Shops" and similar programs that allow police to ticket minors attempting to purchase alcohol.

If other, please specify:

Select all Program Categories that apply to the activities funded. SAVE to complete step 2 of the process

Specify Program Category

| | Program Category | Allocated Amount |
|-------------------------------------|------------------|-------------------------|
| <input type="checkbox"/> | 1 - Coalitions | \$ <input type="text"/> |
| <input checked="" type="checkbox"/> | 2 - Media | \$ <input type="text"/> |
| <input checked="" type="checkbox"/> | 3 - Enforcement | \$ <input type="text"/> |


Save

Cancel

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Toll-free Technical Assistance Hotline Number: 1-866-487-0512

Subgrantee level view

Step 3: Enter Data


Enforcing Underage Drinking Laws Program

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01/01/2008 to 06/30/2008

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Award Information Summary
[Return to Status Summary Screen for EUDL Subgrantee 2](#)

Edit Award Info
Select Program Categories
Enter Data

Your Program Category selections have been saved.

Indicator Status: Complete Data Status: Not Started

Award Information

| | |
|--|--|
| State Subgrantee Number: abcdefgh | Total amount of subgrant: \$ 55,000 (Federal funds only) |
| Subgrant Project Title: | Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00 |
| Organization Name: EUDL Subgrantee 2 | Implementing Organization Name: |
| Project Start Date: 01/01/2008 | Implementing Organization Type: |
| Project End Date: 06/30/2008 | Federal Congressional District: |
| Is the implementing organization a faith-based program? Yes | |
| Does the subgrant implement one or more evidence-based strategies? Yes | |
| If yes, indicate each of the strategies used: | |
| f. "Cops in Shops" and similar programs that allow police to ticket minors attempting to purchase alcohol. | |
| If other, please specify: | |

| Selected Program Categories | Allocated Amount |
|-----------------------------|---|
| PC 2 Media | \$17,500 No Data Entered |
| PC 3 Enforcement | \$17,500 No Data Entered |

PC 2 Media
June 30, 2008

- [Number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention, and/or enforcement during the reporting period.](#) Output

Click "Enter Data" to continue the process.

Subgrantee level view

Step 3: Enter Data ^(1/2)

Data Entry

[Return to Status Summary Screen for EUDL Subgrantee 2](#)

[Return to Award Information Summary](#)

Award Information

State Subgrantee Number: abcdefgh

Total

Subgrant Project Title:

Amount of non-EUDL Funds Allocated

Organization Name: EUDL

Subgrantee 2

Implement

Project Start Date: 01/01/2008

Implement

Project End Date: 06/30/2008

Federal

Is the implementing organization a faith-based program?

Yes

Does the subgrant implement one or more evidence-based strategies? Yes

If yes, indicate each of the strategies used:

f. "Cops in Shops" and similar programs that allow police to ticket minors attempting to purchase alcohol.

If other, please specify:

Click on each selected program category to enter data. **SAVE** to complete step 3 of the process.

Selected Program Categories

Allocated Amount

PC 2 Media

\$17,500

No Data Entered

PC 3 Enforcement

\$17,500

No Data Entered

PC 2 Media

June 30, 2008

1. Number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention, and/or enforcement during the reporting period. Output

A. Total number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention, and/or enforcement during the reporting period.

0

1a. Type of earned media coverage episodes/events that occurred during the reporting period. Output

A. Op-ed articles

☐ Yes ☐ No

B. Letters

☐ Yes ☐ No

C. Interviews

☐ Yes ☐ No

D. Events that draw coverage (press conference)

☐ Yes ☐ No

Subgrantee level view

Step 3: Enter data (2/2)

If other, please specify:

Selected Program Categories

Allocated Amount

| | |
|------------------|----------|
| PC 2 Media | \$17,500 |
| PC 3 Enforcement | \$17,500 |

Enter data for other selected program category. SAVE

PC 3 Enforcement

1. Did you conduct compliance check/minor decoy operations during this reporting period?

A. Select yes or no.

1a. Indicate the types of agencies involved in conducting compliance check/minor decoy operations during this reporting period.

Output

- A. Liquor Enforcement (ABC, Liquor Control); Respond Yes or No ☐ Yes ☐ No
- B. Police Department (municipal or local enforcement); Respond Yes or No ☐ Yes ☐ No
- C. Sheriff's Department; Respond Yes or No ☐ Yes ☐ No
- D. State Police (Highway Patrol); Respond Yes or No ☐ Yes ☐ No
- E. Fish and Wildlife; Respond Yes or No ☐ Yes ☐ No
- F. Federal Enforcement Agency; Respond Yes or No ☐ Yes ☐ No
- G. Other; Respond Yes or No ☐ Yes ☐ No

2. Number and percent of OFF-premise establishments checked during this reporting period that were in compliance Output


- A. Number of OFF-premise alcohol establishments checked during this reporting period that were in compliance
- B. Number of OFF-premise alcohol establishments checked during this reporting period
- C. Percent of OFF-premise alcohol establishments checked during this reporting period that were in compliance. (Calculated Value) Calculated Value

3. Number and percent of ON-premise establishments checked during this reporting period that were in compliance Output


- A. Number of ON-premise alcohol establishments checked during this reporting period that were in compliance
- B. Number of ON-premise alcohol establishments checked during this reporting period


Subgrantee level view

Submit Data to Grantor



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**Enforcing Underage
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01/01/2008 to 06/30/20

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Award Information Summary
[Return to Status Summary Screen for EUDL subgran](#)

Your Data Has Been Saved.

Indicator Status: Complete **Data Status:** In progress

Award Information

State Subgrantee Number: abcdhguy

Subgrant Project Title:

Organization Name: EUDL subgrantee #3

Project Start Date: 01/01/2008

Project End Date: 12/31/2009

Is the implementing organization a faith-based program? No

Does the subgrant implement one or more evidence-based strategies? No

If yes, indicate each of the strategies used:

If other, please specify:

Total amount of subgrant: \$ 40,000 (Federal Funds only)

Amount of non-EUDL Funds Allocated to Underage Drinking Activities: 0.00

Implementing Organization Name:

Implementing Organization Type:



Federal Congressional District:


| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
| PC 2 Media | \$40,000 |

Subgrantee will see this button if entering data themselves. Click "Submit data as Grantor" to send data to Grantor.

Subgrantee level view

Confirm submission of data

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[Submit Data to Grantor](#) [Return to Status Summary Screen for EUDL subgrantee #3](#) [Return to Summary](#)

Please review the information below. Once you submit this information to your Grantor, the information will be locked to editing. To make changes you will need to contact your Grantor. Are you sure you want to submit this information to your Grantor?

Award Information
State Subgrantee
Subgrant Project
Organization name: EUDL subgrantee #3
Project Start Date: 01/01/2008
Project End Date: 12/31/2009
Is the implementing organization a faith-based program? No
Does the subgrant implement one or more evidence-based strategies? No
If yes, indicate each of the strategies used:
If other, please specify:


Click "yes" to confirm. Click "no" to make edits.

total amount of subgrant: \$ 40,000 (Federal Funds only)
Funds Allocated to Underage Drinking Activities: 0.00
Implementing Organization Name:
Implementing Organization Type:
Federal Congressional District:

| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
|-----------------------------|------------------|

Confirm submission of data to Grantor. Completes step 3 of the process

Grantee level view only

**Enforcing Underage
Drinking Laws Program**

01/01/2008 to 06/30/2008

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Award Information Summary [Return to Status Summary Screen for EUDL Subgrantee 2](#)

[Edit Award Info](#) [Select Program Categories](#) [Enter Data](#) [Mark Data as Complete](#)

Your Data Has Been Saved.


Indicator Status: Complete **Data Status:** In progress

Award Information
State Subgrantee Number: abcdefgh Total amount
Subgrant Project Title: Amount of non-EUDL Funds Allocated to Und
Organization Name: EUDL Implementing Orga
Subgrantee 2
Project Start Date: 01/01/2008 Implementing Org
Project End Date: 06/30/2008 Federal Congre
Is the implementing organization a faith-based program? Yes
Does the subgrant implement one or more evidence-based strategies? Yes
If yes, indicate each of the strategies used:
f. "Cops in Shops" and similar programs that allow police to ticket minors attempting to purchase alcohol.
If other, please specify:

| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
| PC 2 Media | \$17,500 |
| PC 3 Enforcement | \$17,500 |

Grantees who enter data on behalf of their subgrantees will see this button instead of what is shown on slide 67. Click "Mark Data as Complete".

Grantee level view only

**Enforcing Underage Drinking Laws Program**

01/01/2008 to 06/30/2008

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Mark Data as Complete [Return to Status Summary Screen for EUDL Subgrantee 2](#) [Return to Award Information Summary](#)

Please review the information below. Are you sure you want to submit this information as Complete?

Award Information
State Subgrantee Number: abcdefgh
Subgrant Project Title:
Organization Name: EUDL Subgrantee 2
Project Start Date: 01/01/2008
Project End Date: 06/30/2008
Is the implementing organization a faith-based program? Yes
Does the subgrant implement one or more evidence-based strategies? Yes
If yes, indicate each of the strategies used:
f. "Cops in Shops" and similar programs that allow police to ticket minors attempting to purchase alcohol.
If other, please specify:

Total amount of s
Amount of non-EUDL Funds Allocated to Underag
Implementing Organiza
Implementing Organiza
Federal Congression

| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
| PC 2 Media | \$17,500 |
| PC 3 Enforcement | \$17,500 |


PC 2 Media

June 30, 2008

1. [Number of earned media coverage episodes/events that occurred related to EUDL activities, underage drinking prevention,](#)


Confirm that you are ready to mark data as complete on behalf of subgrantee. Completes step 3 of the process


Grantee level view only



Office of Juvenile Justice
and Delinquency Prevention

Serving Children, Families, and Communities





Enforcing Underage
Drinking Laws Program

01/01/2008 to 06/30/2008

[Select a Different
Grant Program](#)

[Home](#) [Federal Awards](#) [Profile](#) [Reports](#) [Help](#) [Log Out](#)**Award Information Summary** [Return to Status Summary Screen for EUDL Subgrantee 2](#)[Edit Award Info](#) [Select Program Categories](#) [Edit Data](#) [Return to Home](#)**Indicator Status:** Complete **Data Status:** Complete**Award Information**

State Subgrantee Number: abcdefgh

Total amount of subgran

Subgrant Project Title:

Amount of non-EUDL Funds Allocated to Underage Drink

Activit

Organization Name: EUDL

Subgrantee 2

Implementing Organization Na

Project Start Date: 01/01/2008

Implementing Organization Ty

Project End Date: 06/30/2008

Federal Congressional Dist

Is the implementing organization a faith-based program? Yes

Does the subgrant implement one or more evidence-based strategies? Yes

If yes, indicate each of the strategies used:

f. "Cops in Shops" and similar programs that allow police to ticket minors attempting to purchase alcohol.


If other, please specify:

| Selected Program Categories | Allocated Amount |
|-----------------------------|------------------|
| PC 2 Media | \$17,500 |
| PC 3 Enforcement | \$17,500 |


Grantees who enter data on behalf of their subgrantees will see this screen. From here you can return to previous screens to edit or “return to home” screen by clicking that button.

Grantee level view only

Home screen



Serving Children, Families, and Communities



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State Status Summary

This screen provides a summary of your data entry status. **Click** on a subgrantee name to enter or revise data for that organization. **Click** this link [Mark subgrantee not active](#) to indicate that a subgrantee was not active during this reporting period.

Statewide Performance

| Overall Status | Grantee | User ID |
|----------------|--|-----------|
| Complete | State of State of DEARMARK | DEAR0017S |


Subgrantee Performance

| Overall Status | Subgrantee | User ID |
|--------------------------------|-----------------------------------|-------------------------|
| Complete | EUDL Subgrantee 1 | DEAR0018G |
| Complete | EUDL Subgrantee 2 | DEAR0019G |

Total # of Subgrants: 1
Total # Completed: 2
Total # In Progress: 0
Total # Not Started: 0
Total # Not Active: 0

Grantees who enter data on behalf of their subgrantees can return to the home screen and view the overall status of subgrantee awards. Once all subgrantee awards show a “complete” status, the grantee can run a performance data report.

Grantee and Subgrantee User Feedback Form

 Drinking Laws Program

01/01/2007 to 06/30/2007

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User Feedback Form for the OJJDP Data Collection Technical Assistance Tool (DCTAT)

Thank you for using OJJDP's DCTAT. You have been selected to answer a few questions to help OJJDP continue providing high quality training and technical assistance to its grantees and subgrantees.

We value your input, however completion of this form is optional. If you do not want to provide feedback, please click the **Decline Participation** button at the bottom of this page.

1. Which best describes your funding category? (Check only one radio button)

☐ Direct recipient of OJJDP funding ☐ Sub recipient of OJJDP funding

2. Which best describes your organizational affiliation? (Check only one radio button)

| | |
|--|---|
| <input type="radio"/> State agency (designated state agency) | <input type="radio"/> Unit of local government (County, City, etc.) |
| <input type="radio"/> Independent School District | <input type="radio"/> State Controlled Institution of Higher Education |
| <input type="radio"/> Private University | <input type="radio"/> Federally Recognized Tribal Government |
| <input type="radio"/> Native American Tribal Org. (Non-Government) | <input type="radio"/> Public Housing Authority/Indian Housing Authority |
| <input type="radio"/> Non Profit (Secular) | <input type="radio"/> Non Profit (Faith Based) |
| <input type="radio"/> Private Organization | <input type="radio"/> Other |

3. For which OJJDP grant programs did you report performance data using DCTAT? (Please check all that apply.)

| | |
|---|---|
| <input type="checkbox"/> Title V | <input type="checkbox"/> Tribal Youth Program |
| <input type="checkbox"/> Formula/Title II | <input type="checkbox"/> Earmark/Discretionary |
| <input type="checkbox"/> Juvenile Accountability Block Grant (JABG) | <input type="checkbox"/> Enforcing Underage Drinking Laws (Block Grant) |

4. Was this your first time entering performance data into the DCTAT? (Check only one radio button)

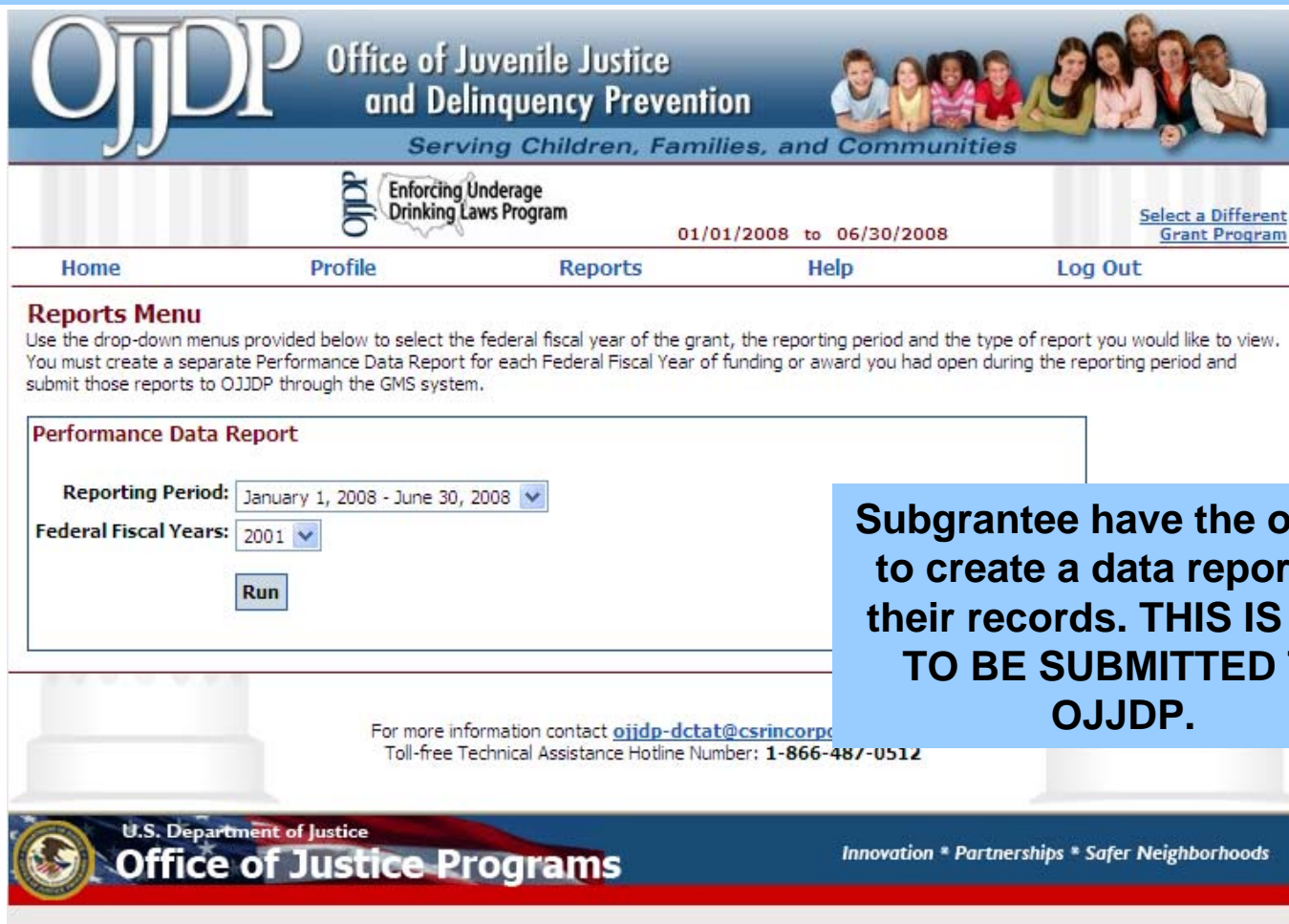
☐ Yes ☐ No

5. Thinking about your experience using the DCTAT, how would you rate each of the following aspects of the system? (Check one radio button per row below)

Once the subgrantee has submitted the data to Grantor, a voluntary user feedback form is provided. This is VOLUNTARY.

This is the LAST step for the subgrantee.

Subgrantee Report



The screenshot shows the OJJDP (Office of Juvenile Justice and Delinquency Prevention) website interface. At the top, there is a header with the OJJDP logo, the text "Office of Juvenile Justice and Delinquency Prevention", and the tagline "Serving Children, Families, and Communities". Below this is a navigation bar with links for "Home", "Profile", "Reports", "Help", and "Log Out". The "Reports" link is highlighted. The main content area is titled "Reports Menu" and contains instructions: "Use the drop-down menus provided below to select the federal fiscal year of the grant, the reporting period and the type of report you would like to view. You must create a separate Performance Data Report for each Federal Fiscal Year of funding or award you had open during the reporting period and submit those reports to OJJDP through the GMS system." Below the instructions is a form titled "Performance Data Report" with two drop-down menus: "Reporting Period:" (set to "January 1, 2008 - June 30, 2008") and "Federal Fiscal Years:" (set to "2001"). A "Run" button is located below the "Federal Fiscal Years" menu. To the right of the form, a blue callout box contains the text: "Subgrantee have the option to create a data report for their records. THIS IS NOT TO BE SUBMITTED TO OJJDP." At the bottom of the page, there is a footer with the U.S. Department of Justice logo, the text "Office of Justice Programs", and the tagline "Innovation * Partnerships * Safer Neighborhoods".

OJJDP Office of Juvenile Justice and Delinquency Prevention
Serving Children, Families, and Communities

Enforcing Underage Drinking Laws Program

01/01/2008 to 06/30/2008

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Reports Menu
Use the drop-down menus provided below to select the federal fiscal year of the grant, the reporting period and the type of report you would like to view. You must create a separate Performance Data Report for each Federal Fiscal Year of funding or award you had open during the reporting period and submit those reports to OJJDP through the GMS system.

Performance Data Report

Reporting Period: January 1, 2008 - June 30, 2008

Federal Fiscal Years: 2001

[Run](#)

Subgrantee have the option to create a data report for their records. THIS IS NOT TO BE SUBMITTED TO OJJDP.

For more information contact ojjdp-dctat@csrincorporated.com
Toll-free Technical Assistance Hotline Number: 1-866-487-0512

U.S. Department of Justice
Office of Justice Programs
Innovation * Partnerships * Safer Neighborhoods

Subgrantee level view Status Summary screen



01/01/2008 to 06/30/

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Subgrant/Grant Status Summary: EUDL subgrantee #3

This summarizes the data entry status of this Subgrant/Grant.

1. To **create** a subgrant record click on the Federal Fiscal Year (FFY) from which the award was made.
2. To **access** an existing subgrant record click on its State Subgrantee Number.

In some cases, only the FFY from which funds were expended during the reporting period are shown below. If you have a question about the FFY to which you should link your performance data, please ask your grantor.

| FFY | State Subgrantee Number | Select Indicator | Enter Data | Total amount of subgrant: \$ | Program Categories |
|----------------------|--------------------------|------------------|-------------|------------------------------|--------------------|
| 2001 | | Not Started | Not Started | | |
| 2002 | | Not Started | Not Started | | |
| 2003 | | Not Started | Not Started | | |
| 2004 | | Not Started | Not Started | | |
| 2005 | abcdhquv | Complete | Complete | \$40,000 | 2 |
| 2006 | | Not Started | Not Started | | |
| 2007 | | Not Started | Not Started | | |
| 2008 | | Not Started | Not Started | | |

Status Summary screen shows indicator and data entry are complete for this award.

Subgrantee complete

If there is no further data to report. Log off and prepare for the next reporting period!

Thank you.

Thank you for completing the
DCTAT process for your OJJDP
funds.

Additional help?

- To access the DCTAT website: please go to <http://www.ojjdp-dctat.org>
- Get technical assistance by email: ojjdp-dctat@csrincorporated.com
or
(Toll-free) [1-866-487-0512](tel:1-866-487-0512)